EP2010

Thank you for choosing Minolta.

This operator's manual explains how to operate the copier and replenish its supplies. It also gives some troubleshooting tips as well as general precautions to be observed when operating the copier.

To ensure the best performance and effective use of your copier, read this manual carefully until yo u familiarize yourself thoroughly with its operation and features. After you have read through the manual, keep it for ready reference.
Please use this manual as a quick and handy reference tool for immediately clarifying any questions which may arise.

CE Marking (Declaration of Conformity)

We declare under our sole responsibility that the copier and options to which this declaration relates is in conformity with the specifications below.
This declaration is valid for the area of the European Union (EU) only.

Product Type	Copying Machine
Product Name	EP2010
Options	PF-204, PF-104, PF-4D, AFR-12, AF-5, ST-104, S-106, AD-8 Plug-In Counter
Standards	Safety : EN 60 950 / 1992 (Safety of information technology equipment, including electrical business equipment) EMC : EN 55 022 (Class B) / 1995 (Limits and method for measurement of radio disturbance characteristics of information technology equipment (ITE)) EN 55 082-1 / 1992 (Electromagnetic compatibility - Generic immunity standard Part1: Residential, commercial and light industry) IEC 801-2 / 1991 (Electrostatic discharge requirement) IEC 801-3 / 1984 and IEC 801-3 / 1992 (draft) (Radiated electromagnetic field requirement) IEC 801-4 / 1988 (Electrical fast transient / burst requirement)
EC Directives	Safety : 73 / 23 / EEC and 93 / 68 / EEC art. 13 EMC : 89 / 336 / EEC and 93 / 68 / EEC art. 5

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Be sure to read these chapters before attempting to use your copier.

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   - Power Source
   - Space Requirements
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Chapter 1

Safety Notes

This chapter explains about the operating environment, conditions, and precautions for use.

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1. Installing the Copier

Installation Site

To ensure utmost safety and prevent possible malfunctions of the copier, install it in a location which meets the following requirements.

- A place away from a curtain or the like that may catch fire and burn easily.
- An area where there is no possibility of being splashed with water or other types of liquid.
- An area free from direct sunlight.
- A place out of the direct air stream of an air conditioner, heater, or ventilator.
- A well-ventilated place.
- A dry place.
- A dust-free location.
- An area not subject to undue vibration.
- A stable and level location.

Power Source

The power source voltage requirements are as follows.

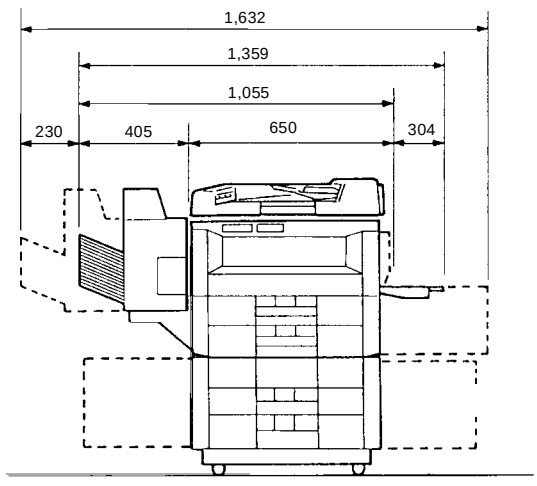
- Use a power source with little voltage fluctuation.

Voltage Fluctuation	:	Within ±10%
Frequency Fluctuation	:	Within ±0.3%

Space Requirements

To ensure easy copier operation, supply replacements and service maintenance, adhere to the recommended space requirements detailed below.

* Be sure to allow a clearance of 150mm or more at the back of the copier as there is a ventilation duct.



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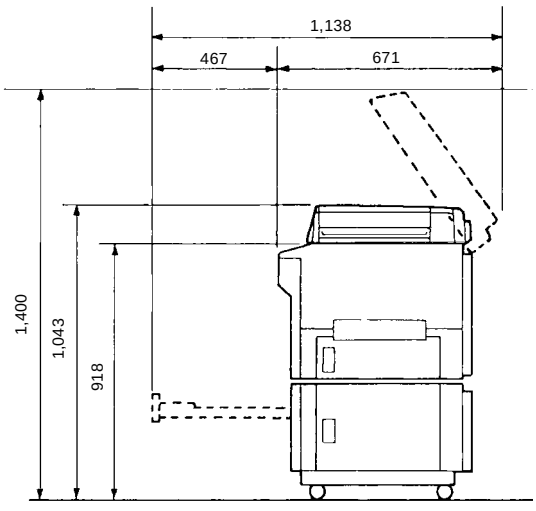

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Scale: mm

2. Precautions for Use

Operating Environment

The operating environmental requirements of the copier are as follows.

Temperature	:	10°C to 35°C (50°F to 86°F) with a fluctuation of 10°C (50°F) per hour.
Humidity	:	15% to 85% with a fluctuation of 20% per hour.

Using the Copier Properly

To ensure the optimum performance of the copier, follow the precautions listed below.

- ◆ NEVER place a heavy object on the copier or subject the copier to shocks.
- ◆ NEVER open any Doors, or turn OFF the copier while the copier is making copies.
- ◆ NEVER bring any magnetized object or use flammable sprays near the copier.
- ◆ ALWAYS insert the Power Plug all the way into the outlet.
- ◆ ALWAYS make sure that the outlet is visible, clear of the copier or copier cabinet.
- ◆ ALWAYS provide good ventilation when making a large number of continuous copies.

NOTE

= Locate the Copier in a Well Ventilated Room =
A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive copier operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.

REMARQUE

= Placer le copieur dans une pièce largement ventilée =
Une quantité d'ozone négligable est dégagée pendant le fonctionnement du copieur quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée du copieur est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve le copieur.

Moving

If you need to transport the copier over a long distance, consult your Technical Representative.

Care of Copier Supplies

Use the following precautions when handling the copier supplies (toner, paper, etc.).

- ◆ Store the paper, toner, and other supplies in a place free from direct sunlight and away from any heating apparatus. Keep them in a dry, clean environment.
- ◆ Store paper, which has been removed from its wrapper but not loaded into the Drawer, in a sealed plastic bag in a cool, dark place.
- ◆ Keep supplies out of the reach of children.
- ◆ If your hands become soiled with toner, wash them with soap and water immediately.

2. Precautions for Use

Chapter 2

Getting to Know your Copier

This chapter gives you a brief description of the system and preliminary information about the different parts of the system.

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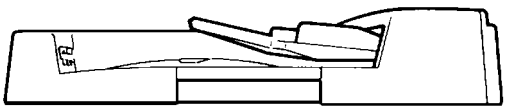
1. System Overview

◆**Automatic Document Feeder AF-5 <Option>**
Permits automatic feeding of multiple originals.



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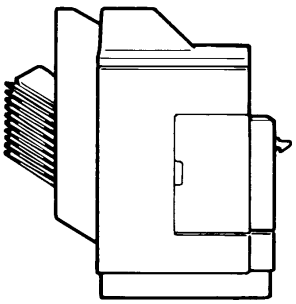
◆**10-Bin Sorter S-106 <Option>**
Permits sorting or grouping copies into up to 10 copy sets or stacks.



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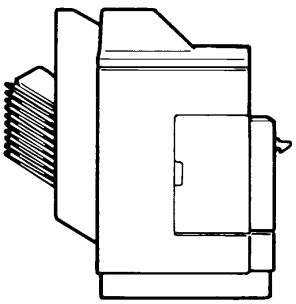
◆**Staple Sorter ST-104 <Option>**
Automatically staples copy sets or stacks that are sorted or grouped the same as with the ST-104



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◆ **Duplex Unit AD-8 <Option>**
Turns over 1-sided copies to make 2-sided copies.

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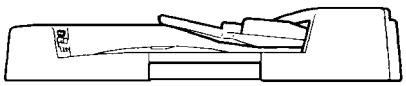

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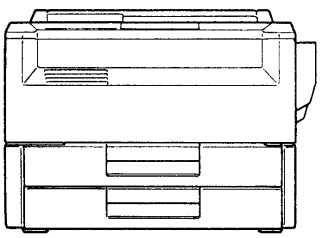
◆Duplexing Document Feeder AFR-12 <Option>
In addition to the function of the AFR-12, it can turn over 2-sided originals.



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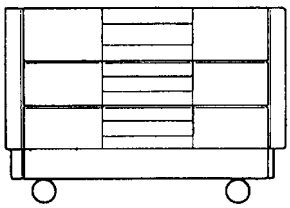
EP2010
Equipped with two Paper Drawers and Multi Bypass Tray to hold up to 550 sheets of copy paper. The Manual Bypass Table allows you to make a copy on paper which is not loaded in any of the Drawers and which is fed into the copier manually via this Table.



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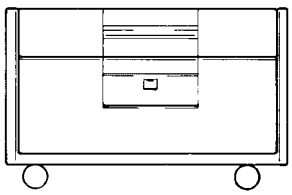
◆Paper Feed Cabinet PF-204<Option>
Equipped with two paper Drawers to hold up to 1,000 sheets of copy paper (80 g/m^2).



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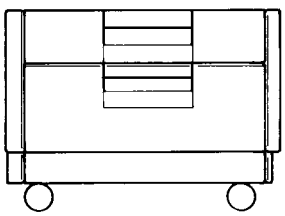
◆Paper Feed Cabinet PF-104<Option>
Hold up to 2,500 sheets of copy paper (80 g/m^2).



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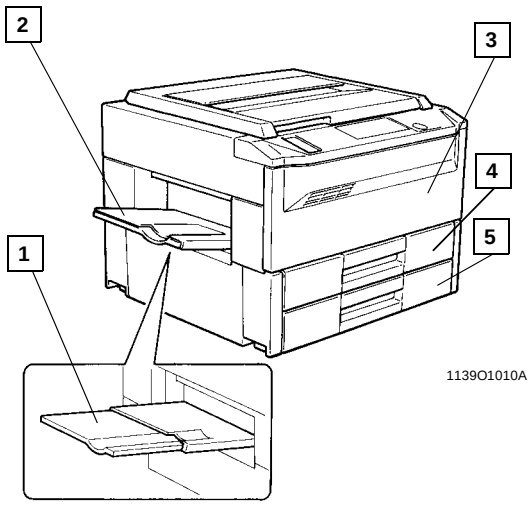
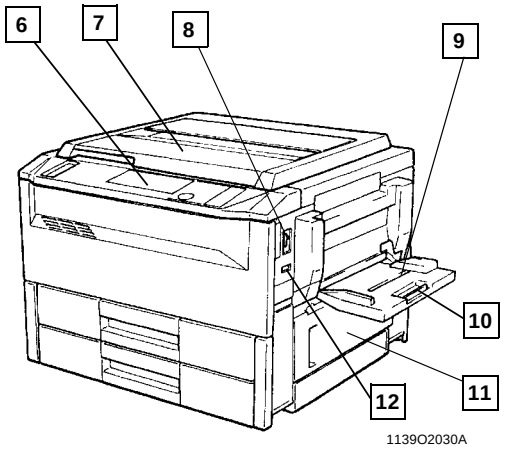
◆Duplex Cabinet PF-4D<Option>
Turns over 1-sided copies to make 2-sided copiers. It is also equipped with a storage drawer for keeping copy paper and toner.

2. Copier Parts and Accessories

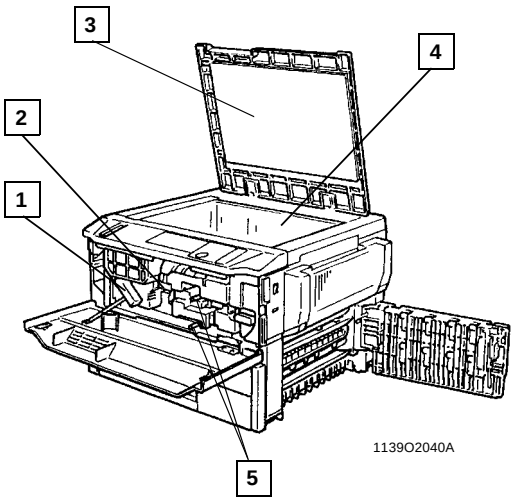
Outside the Copier

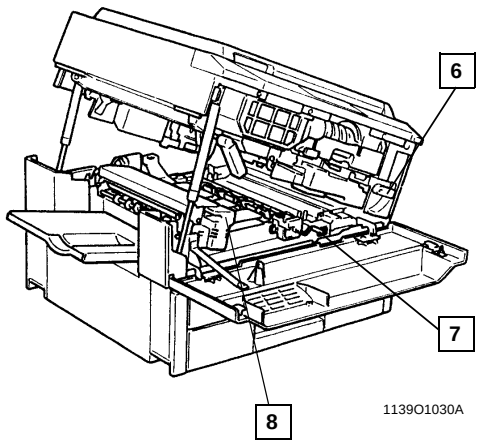




1	**Copy Tray Extender**	: Slide this Extender out when making copies on large-size paper.
2	**Copy Tray**	: Holds copies fed out of the copier.
3	**Front Door**	: Open for the following purposes: • Replacing the Toner Bottle.➪ p. 63 • Clearing a paper misfeed.➪ p. 68 • Cleaning the Corona Units.➪ p. 95
4	**1st Drawer**	: Holds up to 250 sheets of paper.➪ p. 60 The Edge Guide and Trailing Edge Stop are movable, allowing you to load paper of different sizes.
5	**2nd Drawer**	: Holds up to 250 sheets of paper. ➪ p. 61
6	**Control Panel**	: Use to start a copy cycle or make various copy-job settings. ➪ p. 12
7	**Original Cover**	: Holds the original placed on the Original Glass in position.
8	**Power Switch**	: Use to turn ON and OFF the copier . ➪ p. 15
9	**Multi Bypass Tray**	: Holds up to 50 sheets of standard paper which is not loaded in any of the Drawers. ➪ p. 28
10	**Multi Bypass Tray Extender**	: Slide this Extender out when using large-size copy paper. ➪ p. 28
11	**Right Door**	: Open to clear a paper misfeed. ➪ pp. 72, 73
12	**Total Counter**	: Shows the total number of copies made so far.

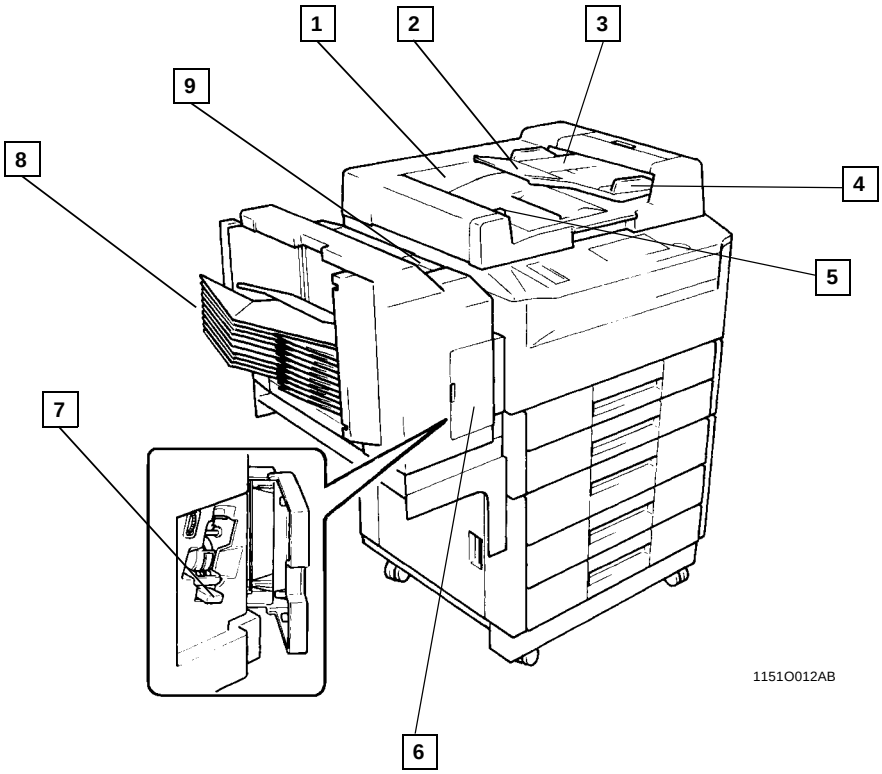
Inside the Copier





1	**Lock Release Lever**	: Turn clockwise to swing up the Upper Half of the copier to clear a paper misfeed.
2	**Toner Bottle Holder**	: Swing open to replace the Toner Bottle. ➪ p. 63
3	**Original Pad**	: Holds the original in position on the Original Glass.
4	**Original Glass**	: Place the original face down on this Glass.
5	**Corona Unit Cleaning Lever (Upper/Lower)**	: Operate the Lever to clean the corresponding Corona Unit if unwanted lines are produced on the copy. ➪ p. 95
6	**Imaging Unit Lock Release Lever**	: Operate when replacing the Imaging Unit.
7	**Dehumidifier Switch**	: Turn ON to prevent condensation from forming on the PC Drum when power is turned OFF. (For Technical Representative only
8	**Fusing Unit Handle**	: Hold onto this Lever when lifting the Upper Half of the Fusing Unit. ➪ p. 69

Options

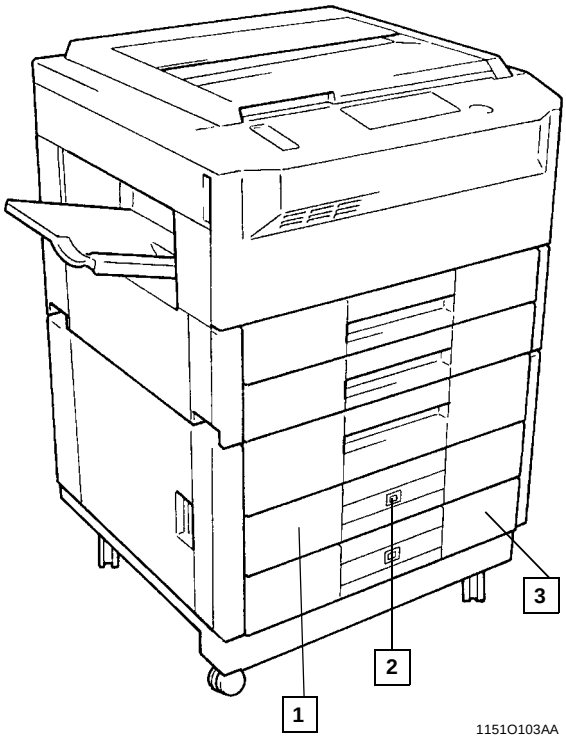


Automatic Document Feeder AF-5 / Duplexing Document Feeder AFR-12

1	**Document Exit Tray**	: Receives originals that are automatically ejected from the Automatic / Duplexing Document Feeder.
2	**Document Feed Tray Extender**	: Pull out when loading large-size originals.
3	**Document Feed Tray**	: Load the originals face up on this tray.
4	**Document Guide Plate**	: Slide the plate as necessary to the size of the originals.
5	**Document Turnover / Exit Unit Door Lock Release Key**	: Hold down when opening the Document Turnover/Exit Unit Door. (AFR-12 only) ➪ p. 74

Staple Sorter ST-104 and 10-Bin Sorter S-106

6	**Stapler Door**	: Open to replace the Staple Cartridge. (ST-104 only) ➪ p. 64
7	**Staple Cartridge Release Lever**	: Move the Lever up to replace the Staple Cartridge. (ST-104 only) ➪ p. 64
8	**Sorter Bins**	: Hold sorted or grouped copies.
9	**Lock Release Lever**	: Press to unlock the Sorter. ➪ p. 76



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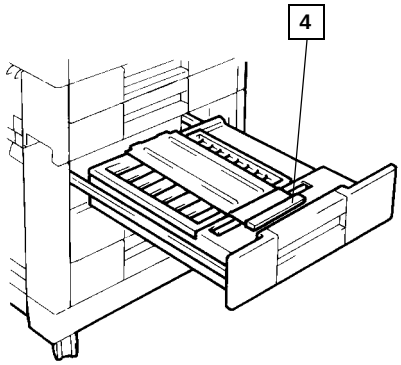

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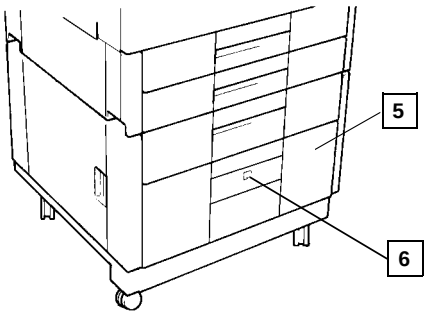

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Paper Feed Cabinet PF-204

1 **3rd Drawer** : Holds up to 500 sheets of paper. ⇨ p. 61

2 **Paper Descent Key** : Press before sliding the Drawer out or after sliding the Drawer into the copier. ⇨ pp. 61, 72

3 **4th Drawer** : Holds up to 500 sheets of paper. ⇨ p. 61

Duplex Unit AD-8 / Paper Feed Cabinet PF-4D

4 **Misfeed Removal Guide Plate** : Open to clearing a paper misfeed. ⇨ p. 73

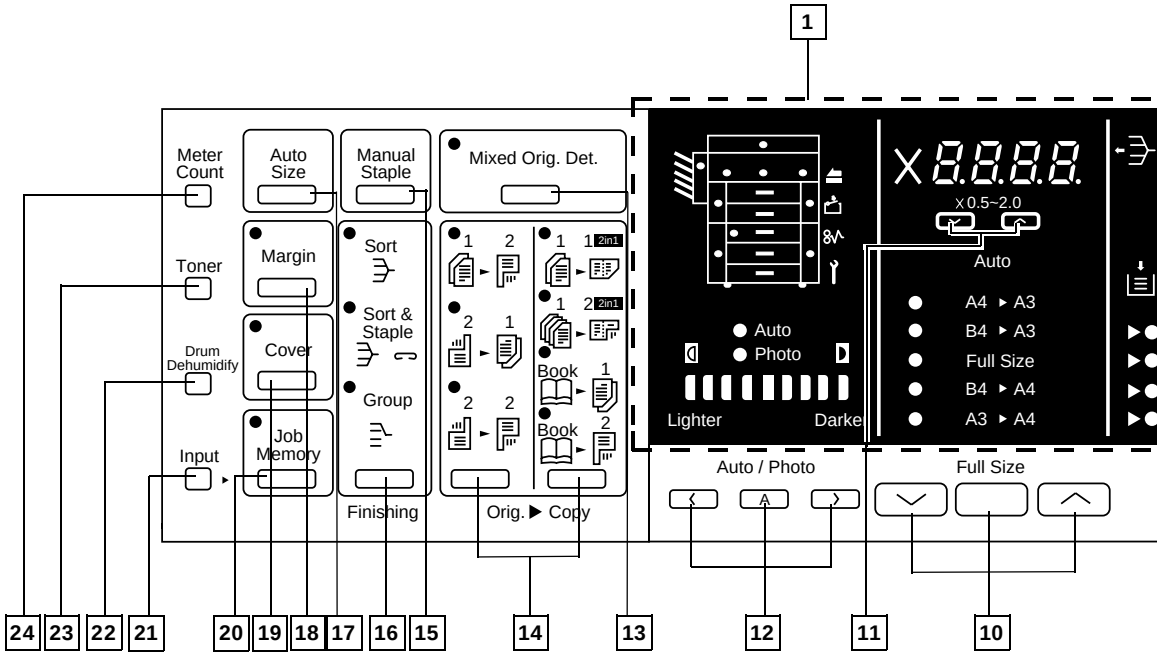
Paper Feed Cabinet PF-104

5 **3rd Drawer** : Holds up to 2,500 sheets of paper. ⇨ p. 62

6 **Paper Descent Key** : Press before sliding the Drawer out or after sliding the Drawer into the copier. ⇨ p. 62, 72

3. Control Panel Keys and Indicators

Basic Panel



1 **Display Panel**
See the other pages in this manual.
➪ p. 14

2 **Key Pad**
Use to enter the number of copies to be made and other numeric data.

3 **Clear Key**
Press to :
• Reset the multi-copy entry to 1.

4 **Energy Saving Key**
Press to set the copier into the Energy Saver Mode. ➪ p. 17

5 **Interrupt Key**
Press once to interrupt a current job with a more urgent one. Press it again to return to the previous job.
➪ p. 16

6 **Panel Reset Key**
Press to set the copier into the initial mode, clearing all settings made previously on the control panel. ➪ p. 16
* It does not, however, clear the contents of the copying job program memory and the Interrupt Mode.

7 **Stop Key**
Press to stop a multi-copy cycle.

8 **Start Key**
Press to start a copy cycle.

9 **Paper Select Key**
Press to select the desired paper size or the Paper Select Mode, either Auto or Manual.
➪ p. 30

10 **Zoom Ratio Select Key**

[<] [>] :Press to select a desired fixed zoom ratio. ➪ p. 32

[Full Size] :Press to select full size(100%).

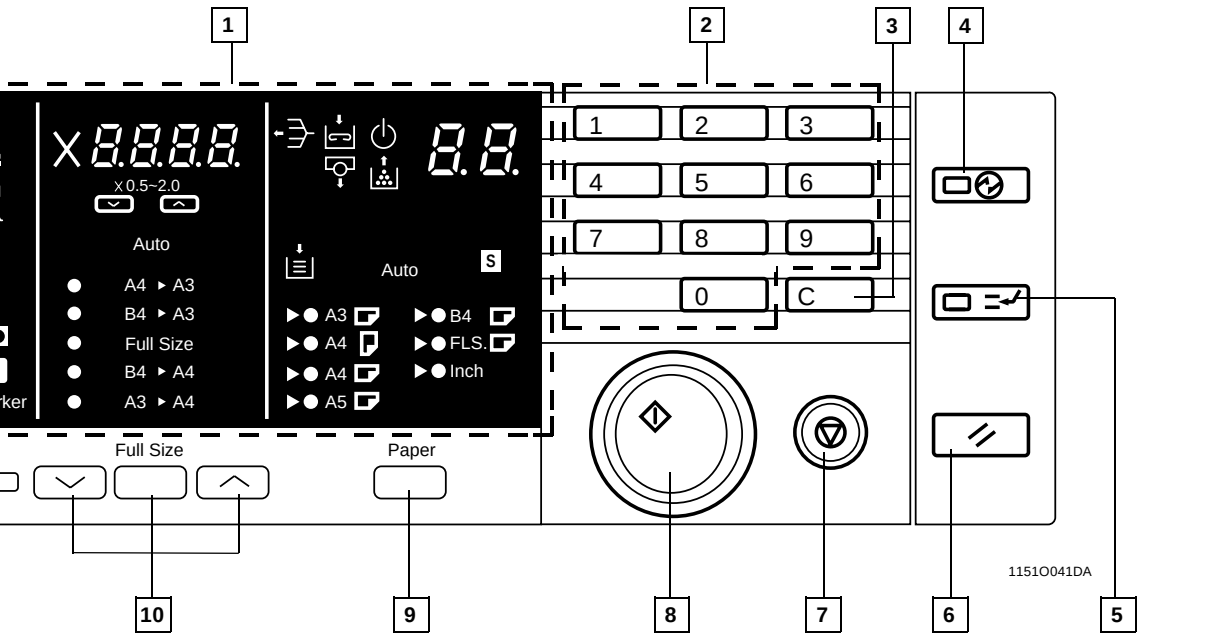
11 **Zoom Up / Down Keys**

[<] [>] :Press as necessary to change the zoom ratio in 0.001 increments between the range of ×0.500 and ×2.000. ➪ p. 33

12 **Exposure Control Keys**

[<] [>] :Press as necessary to vary the exposure level in the Manual Exposure Mode.

[A] :Press to select either the Auto Exposure Mode, Manual Exposure Mode, or Photo Mode. ➪ p. 34



13 **Mixed Original Detection Key**
Press when making copies using the Automatic / Duplexing Document Feeder in which originals of assorted sizes are loaded together. ⇨ p. 25

14 **Orig ▸ Copy Key**
Press to select the type of copying job you wish to make. ⇨ p. 36

15 **Manual Staple Key**
Press to staple copy sets or stacks already made. ⇨ p. 42

16 **Finishing Key**
Press to select the finishing type you want. ⇨ p. 42

17 **Auto Size Key**
Press as necessary to select the Auto Size Mode. ⇨ p. 32

18 **File Margin Key**
Press to set the copier into the File Margin Mode.⇨ p. 46

19 **Cover Key**
Press to set the copier into the Cover Mode. ⇨ p. 47

20 **Job Memory Select Key**
Press to call up a copy job program previously stored in the program memory. ⇨ p. 17

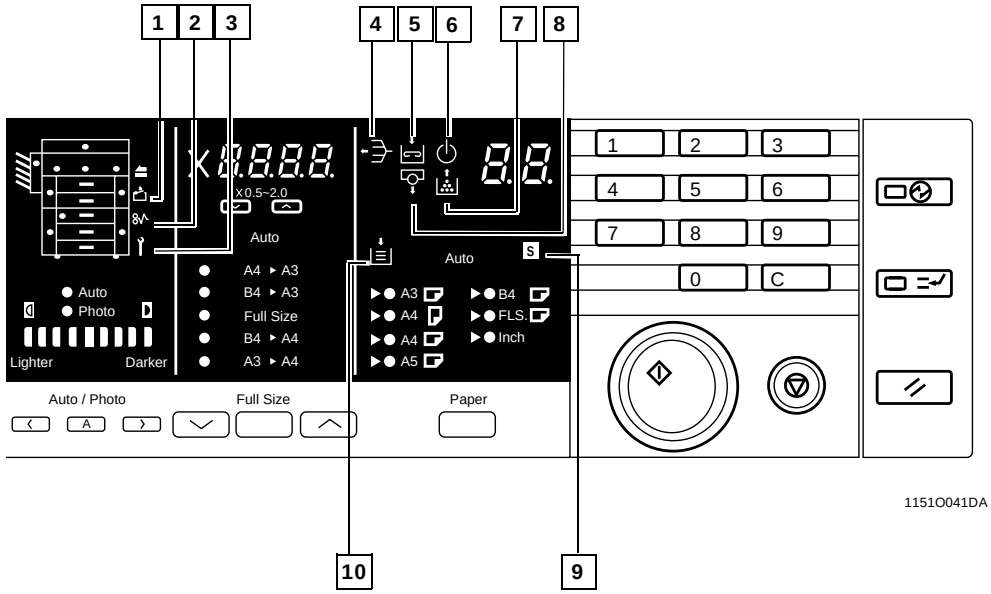
21 **Job Memory Input Key**
Press to store a copy job program in the program memory. ⇨ p. 17

22 **Drum Dehumidify Key**
Press to remove condensation formed on the surface of the PC Drum. ⇨ p. 51

23 **Auxiliary Toner Replenishing Key**
Press when the image on the copy becomes too light. ⇨ p. 51

24 **Meter Count Key**
Press to check for each of the current counts of different electronic counters of the copier.
⇨ p. 50

Display Panel



1 Closure Failure Indicator

Indicates that a Door is left open or any option is not set correctly. ➪ p. 66

2 Misfeed Indicator

Indicates that a paper misfeed has occurred in the copier or any option. ➪ p. 68

3 Call-Tech.-Rep. Indicator

Indicates that the copier has developed a malfunction. ➪ p. 77

4 Remove Copies Indicator

Indicates that there is a copy or copies left in the Sorter Bins. Remove copies from all Bins. ➪p.84

5 Add Staples Indicator

Indicates that the Staple Cartridge is running out of staples. Replace the Staple Cartridge as soon as possible. ➪ p. 64

6 Wait Indicator

Indicates that the copier is warming up and no copy cycle can be initiated. Wait until it goes out. ➪ p. 84

7 Add Toner Indicator

Indicates that the Toner Bottle is running out of toner. Replace the Toner Bottle as soon as possible. ➪ p. 63

8 I.U. Service Life Indicator

Indicates that the Imaging Unit needs replacement. Replace the Imaging Unit. ➪ p. 78

9 Special Paper Indicator

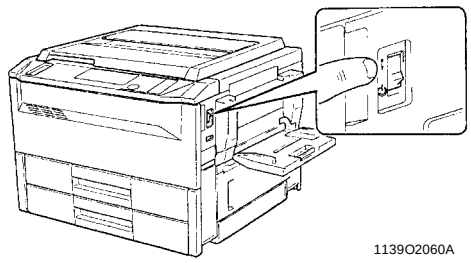
Indicates that the special paper setting has been made. ➪ p. 31

10 Add Paper Indicator

Indicates that the currently selected Drawer has run out of paper. Add paper as necessary. ➪ p. 60

4. Turning ON and OFF and Initial Mode

Turning ON and OFF



- Turning Copier ON
  Press the Power Switch to the **I** (ON) position.
- Turning Copier OFF
  Press the Power Switch to the ⏻ (OFF) position.

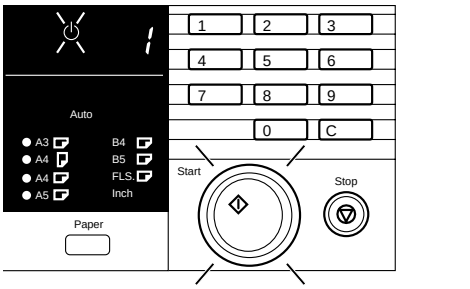
NOTE

The Auto Shut OFF function will automatically shut down the copier a given period of time after the last activity (See p. 16).

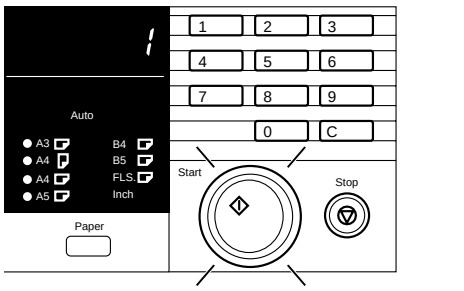
When Copier is Turned ON

The Wait Indicator ⏻ lights up on the control panel and the Start Key turns orange, indicating that the copier is now warming up. Loading the originals onto the Automatic / Duplexing Document Feeder and pressing the Start Key can set the copier into the Auto Copy Start Function.⇨ p. 16

In about 30 seconds, the Wait Indicator goes out, and the Start Key turns green. Now, the copier is ready to make copies.



Start Key : Orange Light



Start Key : Green Light

Initial Mode

When the Power Switch is turned ON, the initial settings are indicated on the control panel.
* The initial settings serve as the reference for all control panel settings to be later made.

No. of copies selected	: 1	Exposure	: Auto Exposure
Zoom Ratio	: ×1.000	Orig. ▶ Copy	: From 1-sided original to 1-sided copy
Paper	: Auto Paper	Finishing	: Non-Sort

* The initial setting of the Orig. ▶ Copy Mode is 1-sided original ▶ 2-sided copy if your copier is equipped with a Duplex Unit.

Useful Tip

The initial mode can be changed. For details, see User's Choice.⇨ p. 52

5. Auxiliary Functions

Panel Resetting

The Panel Reset Key resets all control panel settings to default settings including the number of copies and zoom ratio.

* If an Automatic / Duplexing Document Feeder is used, the original present on the Original Glass will be ejected out of the unit.

Useful Tip

The Panel Reset Key enables you to cancel all previous settings efficiently. To avoid miscopy, try to press this Key before making any setting for your own copy job.

Auto Panel Reset Function

If no key on the Control Panel is pressed within about 60 sec. after a copy cycle has been completed or copy settings made, the Auto Panel Reset Function is activated to return the copier to the default settings.

Useful Tip

The time for the copier to enter the Auto Panel Reset Function can be changed to 30 sec.
Also, the Auto Panel Reset function can be enabled or disabled by the User's Choice.
➪ p. 56

Auto Copy Start Function

Even during warm-up, the copier can be set into the Auto Copy Start Function by loading the originals onto the Automatic / Duplexing Document Feeder and pressing the Start Key. This function allows a copy process to be started as soon as the copier completes warming up.

Auto Shut OFF Function

The Auto Shut OFF Function shuts down the copier a given period of time after the copier has been used last. The initial setting is 60 min.

Useful Tip

The time for the copier to enter the Auto Shut OFF Mode can be selected from 1 to 120 min. by using the User's Choice.
➪ p. 57

NOTE

Consult your Technical Representative if you do not want to activate this function.

Interrupt Mode

The Interrupt Mode allows you to interrupt a current job and run a different one. Pressing the Interrupt Key once sets the copier into the Interrupt Mode. Pressing the Key again cancels the Interrupt Mode and returns to the previous settings.

Useful Tips

- If the current job involves 2-sided copying or Cover Mode, the copier rejects an Interrupt Mode.
- If the current job involves Sort, Sort-and-Staple or Group, Non-Sort is automatically selected at the same time when the copier is set into the Interrupt Mode.

Energy Saver Mode

Instead of turning the copier OFF, it's a good idea to use the Energy Saver Mode. This mode will minimize the time for the copier to complete the warm-up cycle to about 20 sec.

- The Energy Saver Mode is automatically activated a given period of time after the copier has been used last.
  The initial setting is 15 min.
- Pressing the Energy Saving Key sets the copier into the Energy Saver Mode.
- To cancel the Energy Saver Mode, press any key on the Control Panel, for instance, the Start Key.

Useful Tip

The time for the copier to enter the Energy Saver Mode can be selected from 1 to 120 min. by using User's Choice. ➪ p. 56

NOTE

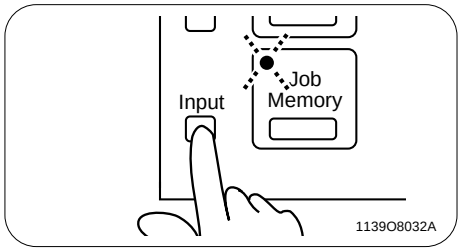
The copier is shut down if the Auto Shut OFF function activates while the copier is in the Energy Saver Mode.

Job Memory

One copying job program that is frequently used can be stored in memory and called up later as necessary.

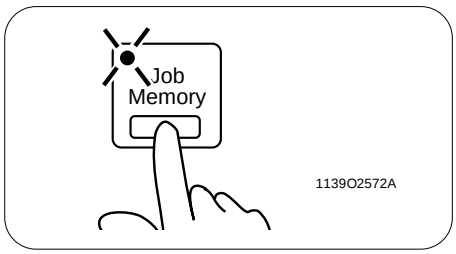
Job Memory Setting

1 Press the job Memory Input Key.
* The Job Memory Indicator Starts blinking.



2 Make the control panel settings for the job to be stored in job memory.

3 Press the Job Memory Select Key.
* The Job Memory Indicator lights up and the copying job program has been stored in job memory.



To call up the job program from memory, press the Job Memory Select Key.

NOTE

If you have stored a wrong job program or if you want to replace an old job program with a new one, perform steps 1, 2, and 3.

Chapter 3

Making Copies

This chapter shows you how to make copies.
The "Basic Copying Overview" offers quick, at-a-glance instructions for making copies. Each step is keyed to a page number with a more detailed description.

1. *Basic Copying Overview p. 20*
2. *Placing Originals*
   - *Placing on the Original Glass p. 22*
   - *Using the Automatic/Duplexing Document Feeder p. 24*
   - *Using the Mixed Original Detection Mode p. 25*
   - *Using the Single Automatic Document Feeding Mode (SADF Mode) p. 26*
3. *Manual Bypass Copying p. 28*
4. *Copy Paper Size p. 30*
5. *Zoom Ratio p. 32*
6. *Image Density p. 34*
   - *Auto Exposure Mode*
   - *Manual Exposure Mode*
   - *Photo Mode*
7. *Original ▶Copy Type p. 36*
   - *1-sided ▶1-sided*
   - *1-sided ▶2-sided*
   - *2-sided ▶1-sided*
   - *2-sided ▶2-sided*
   - *1-sided ▶1-sided (2in1)*
   - *1-sided ▶2-sided (2in1)*
   - *Book ▶1-sided*
   - *Book ▶2-sided*
   - *Selecting Original ▶Copy Type p. 38*
   - *Instructions for Loading Originals p. 39*
8. *Finishing Mode p. 40*
   - *Non-Sort*
   - *Sort*
   - *Sort-and-Staple*
   - *Group*
   - *Manual Staple*
   - *Selecting the Finishing Mode p. 42*
   - *Using the Manual Staple Mode p. 43*
   - *Instructions for Loading Originals for Finishing Mode p. 44*
   - *Auto Dual Function p. 45*
9. *File Margin Mode p. 46*
10. *Cover Mode p. 47*

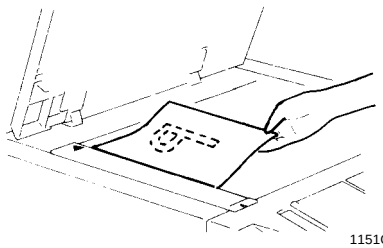
1. Basic Copying Overview

- Place the original in position (step 1), set the number of copies to be made (step 9), and press the Start Key (step 10). This will allow you to make a full-size copy or copies on paper of the same size as the original.
  **Automatically selected in the initial mode are Auto Paper, full size, and Auto Exposure.*

- The selections ▬▬▶ will change the exposure level, zoom ratio, the type of copy and so on.

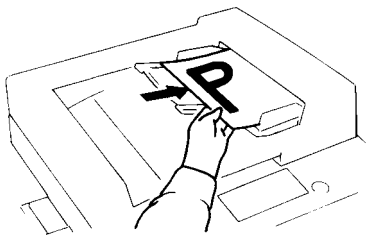
1. Placing the Original

- Raise the Original Cover and place the original face down on the Original Glass. ➪ p. 22



1151O013AA

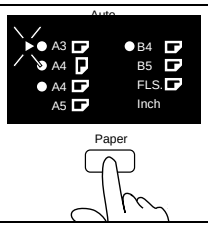
- Load the originals face up on the Automatic/Duplexing Document Feeder. ➪ p. 25



1151O016AA

To change the copy paper size ▬▬▶

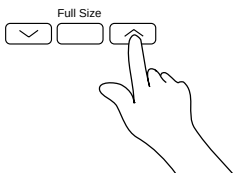
2. Press the Paper Select Key to select the desired paper size. ➪ p. 30



1139O0082A

To change the zoom ratio ▬▬▶

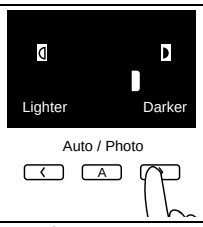
3. Press the ▽ △ Key to select the desired fixed zoom ratio. ➪ p. 32



1139O2652A

To change the exposure level ▬▬▶

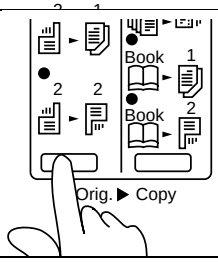
4. Press the < > Key to adjust the exposure level. ➪ p. 34



1151O081CA

To make 2-sided copies from 1-sided originals ▬▬▶

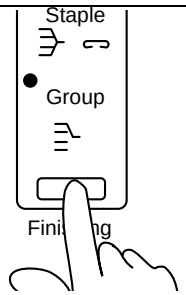
5. Press the Orig. ▶ Copy Key to select the 2-sided copy mode. ➪ p. 36



1151O086CA

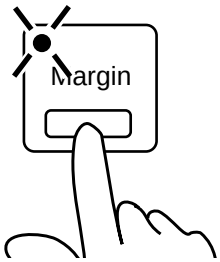
To sort copies

6. Press the Finishing Key to select the desired finishing mode. ⇨ p. 40



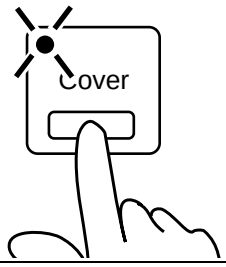
To make a file margin on the copy

7. Press the File Margin Key to set the copier into the File Margin Mode. ⇨ p. 46



To make a cover copy

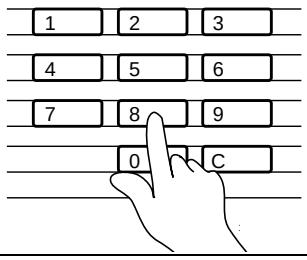
8. Press the Cover Key to set the copier into the Cover Mode. ⇨ p. 47



9. Setting the number of copies.

- Set the desired number of copies to be made using the Key Pad.

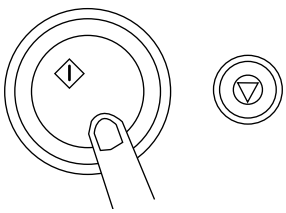
**If you have entered an incorrect number, press the Clear Key, then enter the correct number.*



10. Starting the copy cycle.

- Press the Start Key.

**To stop the copy cycle, press the Stop Key.*



2. Placing Originals

Placing on the Original Glass

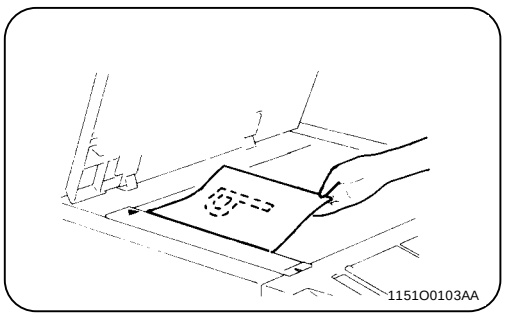
Different methods are used to place the original depending on its type. Use the appropriate procedure.

Sheet Originals

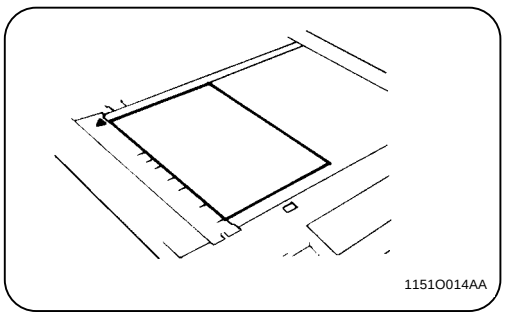
(Using plain paper or thick paper)

1 Raise the Original Cover.

2 Place the original face down on the Original Glass.



3 Align the rear left corner of the original with the ▶ marker on the Original Width Scale.



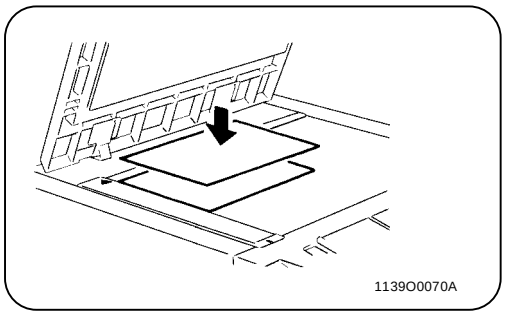
4 Gently lower the Original Cover.

Highly Transparent Originals

(Using transparencies and translucent paper for the original)

1 Place the original in the same way as the sheet originals.

2 Place a blank sheet of paper of the same size over the original.



3 Gently lower the Original Cover.

NOTE

The original sizes that can be detected in the Auto Paper Select Mode are A3, B4, A4L, A4C, A5L.
When making copies from originals other than the above, select the copy paper size.

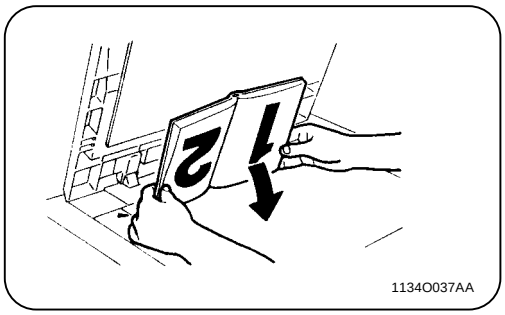
When using wrinkled or curled originals, the original size might not be detected correctly. So, select the copy paper size and do not use the Auto Paper Select Mode.

Copy Paper Size ➪ p. 30

Making Copies from A Book Using Book Copy Mode

("Book" refers to an open bound original.)

1 Place the open book so that the higher-numbered page faces toward the Original Width Scale.



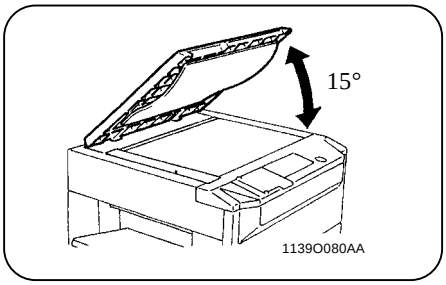
2 Gently lower the Original Cover.

NOTES

- *If the book is thick, make a copy with the Original Cover raised.*
- *Not positioning the open book properly will result in copies with pages in incorrect order.*
- *Do not look directly at the Original Glass surface as a strong beam of light is emitted.*

Instructions for Original Placement

- *Be sure to raise the Original Cover 15° or more before placing the original. If the Original Cover is raised to an angle less than 15°, the copier may fail to select the correct copy paper size or zoom ratio.*



- *Do not place an original weighing more than 3kg on the Original Glass.*
- *When placing an open book, do not press the book hard on the Original Glass, as trouble could result.*

Using the Automatic/Depleting Document Feeder

Automatic/Depleting Document Feeder automatically feeds in sheet originals placed on the Document Feed Tray one by one. After the copy cycle has been completed, it automatically ejects the original out onto the Document Exit Tray.

Some originals may not be suitable for reliable operation of the Document Feeder. Here is a guideline.

Originals Suitable for the Automatic/Depleting Document Feeder

Type of Originals: Sheets (Plain paper)
Normal mode
- 1-Sided Original (weighing 50g/m^2 to 110g/m^2)
- 2-Sided Original (weighing 60g/m^2 to 90g/m^2)
- Mixed Original Detection mode (weighing 60g/m^2 to 90g/m^2)

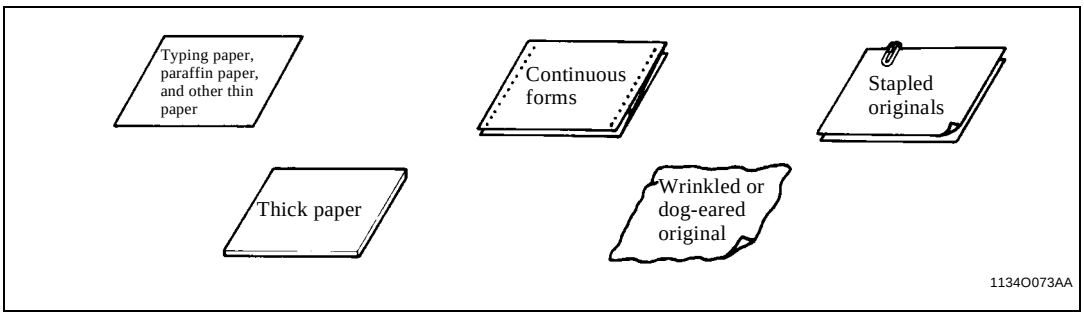
Lightweight Original Mode (40g/m^2 to 110g/m^2)

Original Size: 1-Sided Original, 2-Sided Original, Mixed Original Detection Mode
A3L, B4L, A4L, A4C, 210mm×330mm
A5L (Except for Mixed Original Detection Mode)
2-in-1 (Dual Original Scanning) mode : A4C

∗ Lightweight Original
Be sure to use the User's Choice to turn ON the Lightweight Original Mode when making copies from the lightweight originals.
For a Lightweight original(40g/m^2 to 50g/m^2), it is recommended to place it directly onto the Original Glass or to make copies using the SADF Mode. (Single Automatic Document Feeding Mode). ➪ p. 26

Originals Not Suitable

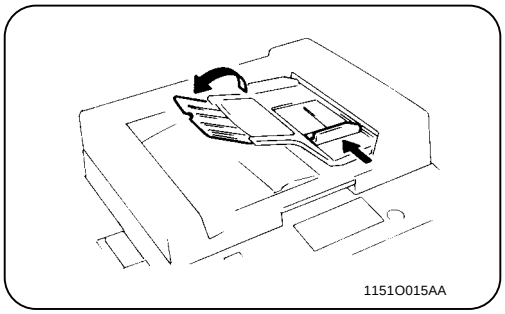
- Typing paper, paraffin paper, and other thin paper
- Thick paper
- Originals greater than A3 or smaller than A5L
- Transparencies, translucent paper
- Wrinkled, dog-eared, curled, or torn originals
- Clipped or stapled originals
- Carbon-backed originals



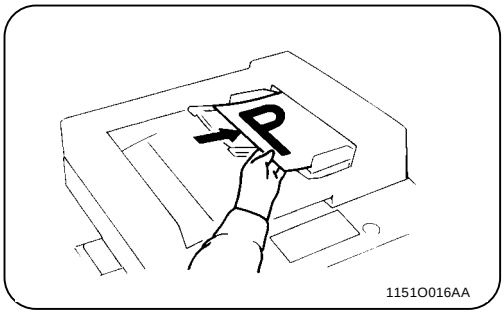
∗ For any of these types of originals, place the original manually on the Original Glass to make a copy. ➪ p. 27

Loading the Originals

1 Slide the Document Guide Plate to the size of the originals.
∗When using large size originals, flip up the Document Feed Tray Extender.



2 Load a neat stack of originals face up on the Document Feed Tray.

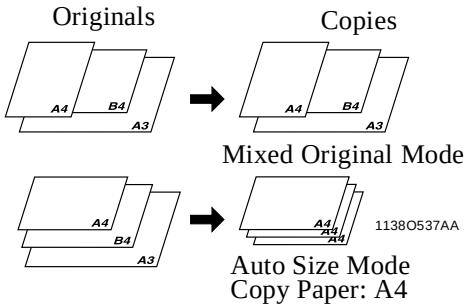


NOTE

- *The maximum number of originals that can be loaded*
  A4 or smaller : Up to 50
  A3 or B4 : Up to 30
- *Make sure that the top level of the original stack does not exceed the ▼ marking.*
- *Make sure that the Document Guide Plate is in touch with the edges of the original stack. If it's not pressed snugly against the the original stack, skewed feeding could result.*

Using the Mixed Original Detection Mode

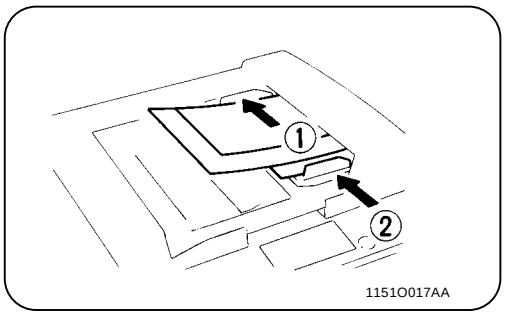
Use the Mixed Original Detection mode to make copies automatically from originals of assorted sizes loaded in the Automatic/Duplexing Document Feeder.
If Auto Size is selected, you can make copies of the same size from originals of different sizes.



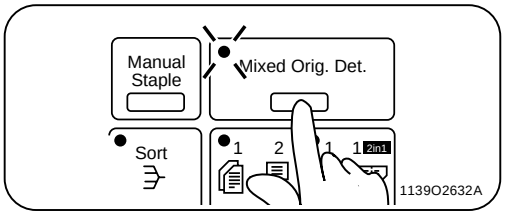
NOTE

The copier cannot staple together copies of different sizes made in the Mixed Original Detection mode.

1 Load the stack of originals so that the rear edge of each original is pressed against the rear Document Guide Plate. Then, slide the front Document Guide Plate against the front edges of the originals with the greatest width.



2 Press the Mixed Original Detection Key.



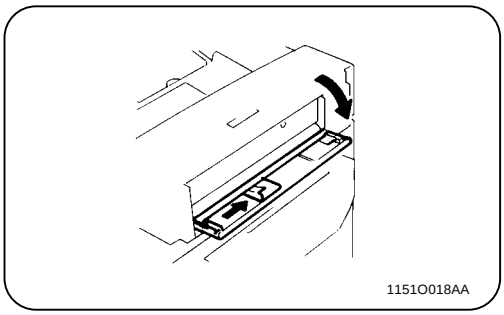
Using the Single Automatic Document Feeding Mode (SADF Mode)

This is the mode in which you load your originals one by one onto the Automatic/Duplexing Document Feeder to make a copy or copies from it. When you load the original, the copier automatically starts the copy cycle.

NOTES

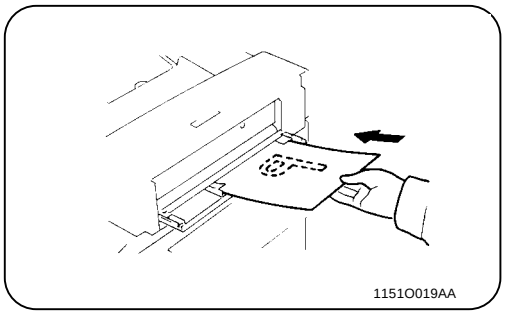
- *Originals available for the SADF Mode.*
  Type : Plain paper
  Thickness : 35g/m^2 to 200g/m^2.
  Size : A3 to A5L
- *The following features cannot be selected in the SADF Mode.*
  2-sided original ▶ 1-sided copy
  2-sided original ▶ 2-sided copy
  Dual Original Scanning Mode (2 in 1 Mode)
  Cover Mode

1 Open the Document Feed Table and slide the Guide Plate to the size of the original.



1151O018AA

2 Make sure that the Start Key is lit green and place the original face down on the Document Feed Table.



1151O019AA

NOTES

- *Be sure to place one original at a time.*
- *Be sure to correct any fold or curl in the original.*

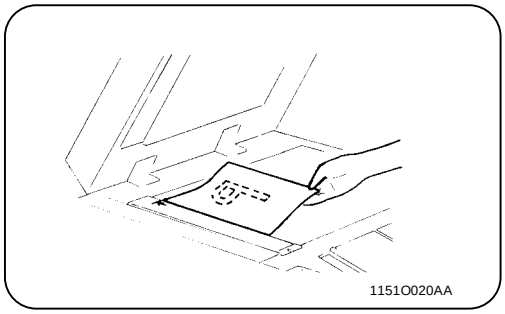
3 The original is automatically taken up and the copy cycle is started.

4 Making sure that the Start Key lights up green again, load the next original.

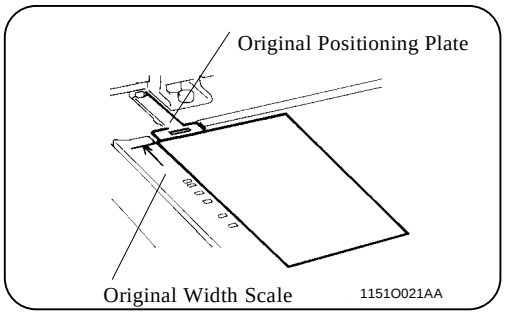
Originals Not Suitable for the Automatic/Duplexing Document Feeder

1 Raise the Automatic/Duplexing Document Feeder.

2 Place the original face down on the Original Glass.



3 Align the rear left corner of the original with the ↑ marker on the Original Width Scale. Then press the rear edge of the original up against the Original Positioning Plate at the rear side of the Glass.



4 Gently lower the Automatic/Duplexing Document Feeder.

3. Manual Bypass Copying

Use the Manual Bypass to make copies on paper not loaded in any Drawer, or to copy onto transparencies, translucent paper, or any other special paper.
When using the Multi Bypass Tray, you can load multiple sheets of copy paper.

Copy Paper That Can be Used for Manual Bypass

◆Types of Paper
- Plain paper (weighing 60g/m^2 to 90g/m^2)
- Thick paper (weighing 90g/m^2 to 157g/m^2)
- Transparencies, translucent paper

◆Paper Size
- Max. Size: 297mm × 432mm
- Minimum Size: 100mm × 140mm

◆Capacity of the Multi Bypass Tray
- Plain paper ... Up to 50 sheets
- Plain paper (once-copied paper) ... Up to 20 sheets
- Thick paper, transparencies, translucent paper ... Up to 20 sheets.

Using the Multi Bypass Tray

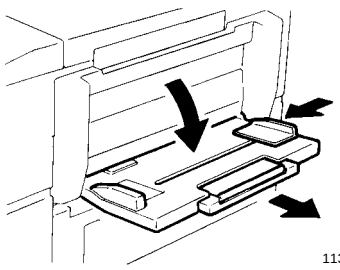
1 Place the original on the Original Glass and make the control panel settings.

NOTE

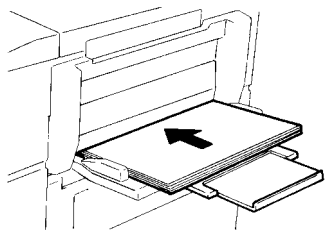
The following functions cannot be selected for Manual Bypass: Auto Paper, Auto Size, Book Copy, any of the Finishing Modes, 2-Sided Copying, and File Margin Mode.

2 Swing down the Multi Bypass Tray. Slide the Guide Plate to the size of the copy paper.

∗ Slide the Multi Bypass Tray Extender out when using large-size copy paper.



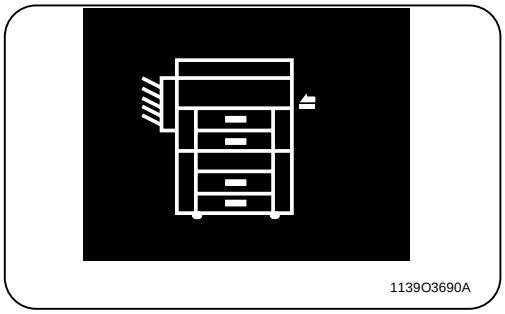
3 Load a neat stack of copy paper on the Tray and insert it until it stops.



NOTE

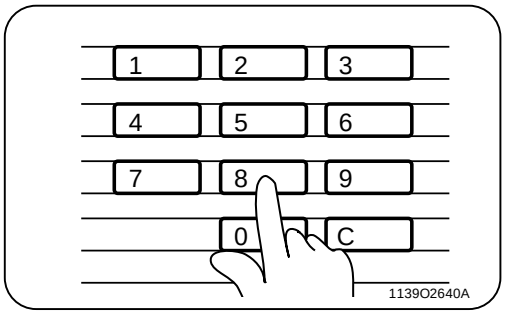
- *The paper should be loaded no higher than the ▼ (Max. Level Indicator).*
- *Before inserting, fan the paper stack well if you are using transparencies or translucent paper.*
- *Correct any curl if you are using thick paper.*

4 Ensure that the ⏥ Indicator is lit on the Control Panel.

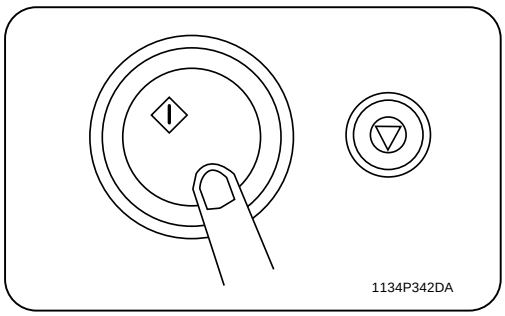


* If not, insert the paper stack on the Tray again.

5 Using the Key Pad, set the number of copies to be made.



6 Press the Start Key to start the copy cycle.

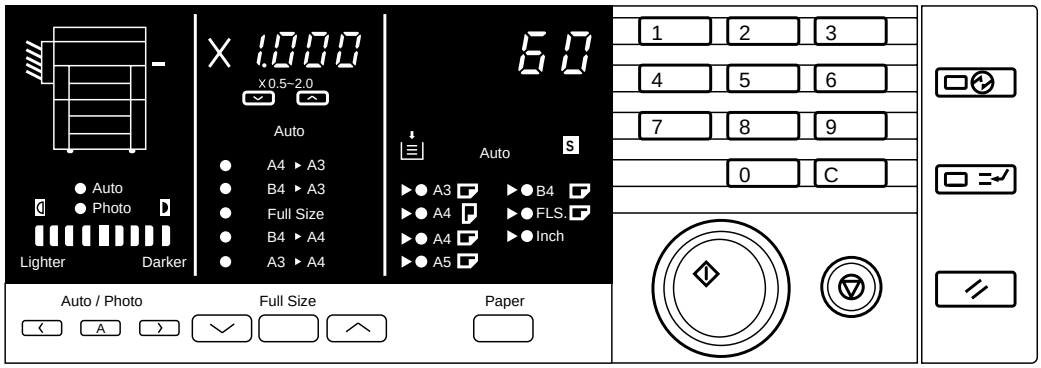


IMPORTANT

When making multiple copies using OHP transparencies, set the Copy Tray into the upper position if there is no Sorter or Staple Sorter mounted.

4. Copy Paper Size

The selected copy paper size and the paper source loaded with that paper are indicated on the control panel.

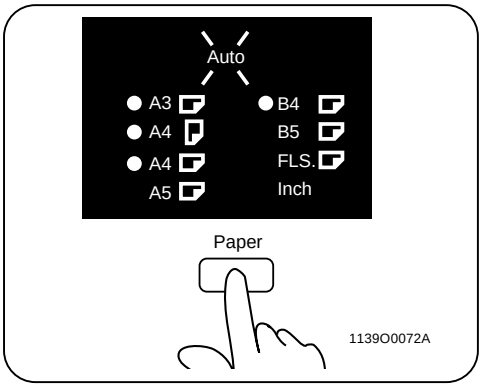


1151O068DA

Auto Paper Mode

The Auto Paper Mode automatically selects the copy paper according to the size of the original being used and the zoom ratio selected for use.

1 Press the Paper Select Key to set the copier into the Auto Paper mode.



1139O0072A

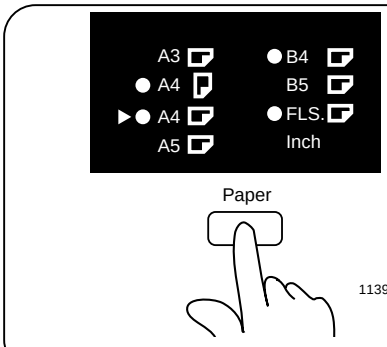
Useful Tip

This mode is efficient when you want to make copies on paper of the same size as your originals automatically.

Manual Selection

The copy paper size can be set manually according to your need.

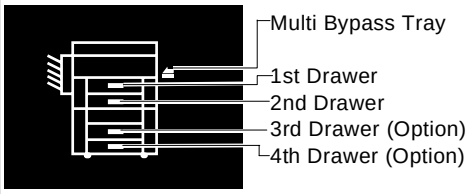
1 Press the Paper Select Key until the arrow indicates the copy paper size of your choice.



1139O0172A

Paper Source Indicator

Each time the Paper Select Key is pressed, the Paper Source Indicator cycles through the different source locations.



1139O3690A

Auto Drawer Switching

If the Drawer currently selected for use runs out of paper and there is another Drawer loaded with paper of the same size and in the same direction, the copier automatically selects that second Drawer to continue copying.

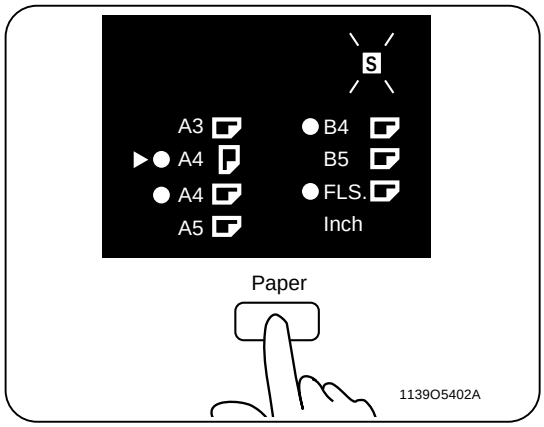
Useful Tip

This feature is a great advantage when you need to make a large number of copies on the same size paper. For example, you can make up to 500 copies without interruption if the 1st and 2nd drawers are loaded with paper of the same size and in the same direction.

Special Paper Setting

A Drawer, if set as a special paper drawer, is excluded from paper sources that can be selected in the Auto Paper Mode.

The Special Paper Indicator **S** and Paper Size Indicator light up when you select a particular Drawer for which the special paper setting was made.

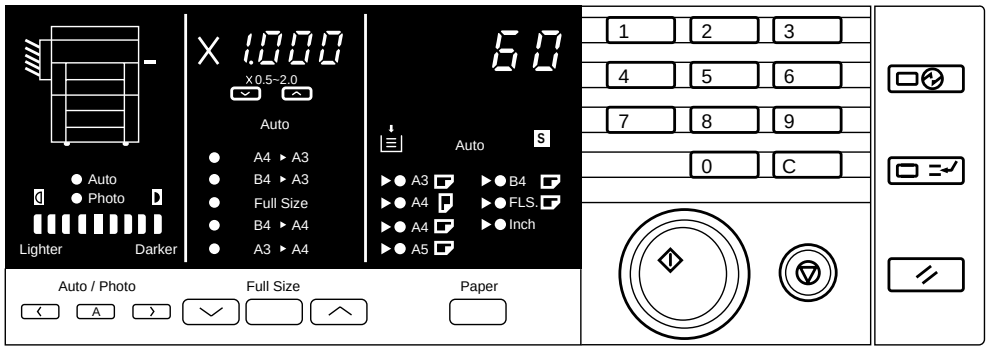


Useful Tips

- You may be using both recycled as well as plain paper loaded in your copier. If, for example, you make the special paper setting for the drawer loaded with plain paper, the copier does not select that particular drawer in the Auto paper mode. This allows you to make copies on recycle paper first.
- The special paper setting can be made using the User's Choice Mode. ➪ p. 57

5. Zoom Raito

You can select the desired fixed zoom ratio by pressing the ⌄ ⌃ keys. There are three different ways to choose from to set the zoom ratio. Select one according to your need.

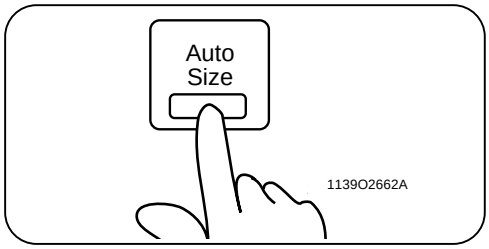


1151O068DA

Auto Size Mode

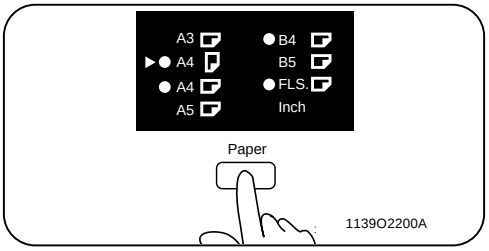
The copier is set into the Auto Size Mode in which the zoom ratio is automatically selected according to the size of the original being used and the copy paper size selected for use.

1 Press the Auto Size Key. The Zoom Ratio Indicator shows Auto and the Auto Size Mode Indicator Auto lights up.



1139O2662A

2 Select the copy paper size. ➪ p. 30



1139O2200A

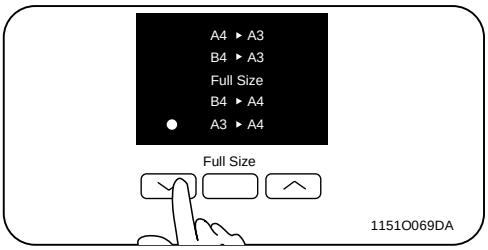
Useful Tip

This mode is very helpful for neat filing when you need to make copies from originals of assorted size.

Fixed Zoom Ratios

The copier provides most frequently used zoom ratios ready for immediate use.

1 Press the ⌄ or ⌃ Key to select a fixed zoom ratio of your choice.



1151O069DA

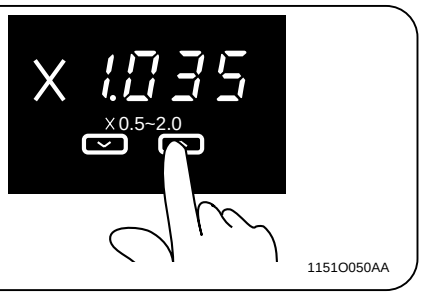
NOTE

The Zoom Ratio Indicator displays the actual percentage of the selected ratio.

Using Zoom Up/Down Keys

Pressing the [∨] or [∧] key changes the zoom ratio shown in 0.001 increments. You can keep touching the key to change the ratio quickly.

1 Hold down the [∨] or [∧] key until the desired zoom raito is reached

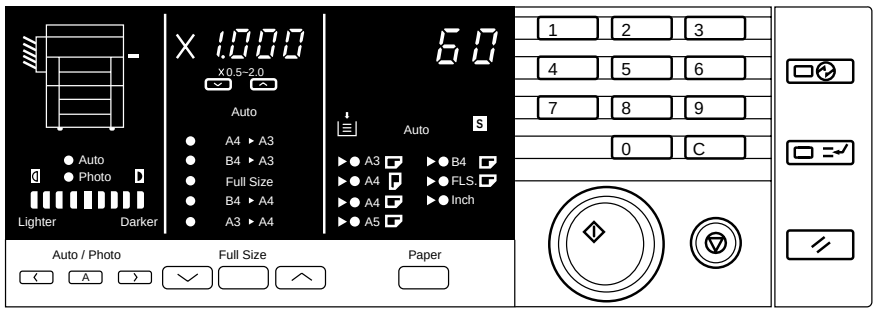


Useful Tip

To save time, first select the fixed zoom ratio nearest to the target ratio before using the [∨] or [∧] Key.

6. Image Density

Pressing the Exposure Control Keys [<] [A] [>] can adjust the image density level of copie s either in the Auto Exposure Mode, Manual Exposure Mode, or Photo Mode. Select the appropriate mode according to your particular needs.

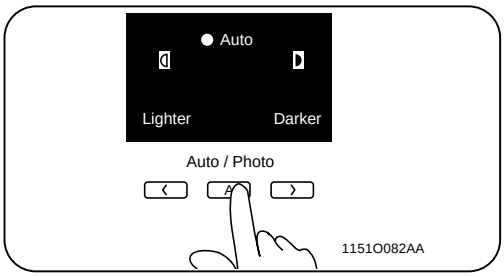


1151O068DA

Auto Exposure Mode

The copier reads the image density of the original and automatically adjusts the exposure level for the optimum copy image density.

1 Press the Auto Exposure Mode Key [A] as necessary to light up the Auto Exposure Indicator [❍ Auto] .



1151O082AA

Each time the Auto Exposure Mode Key [A] is pressed, the Auto Exposure Mode, Manual Exposure Mode and Photo Mode are selected alternately.

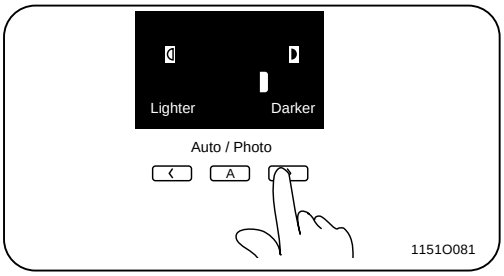
Useful Tips

- The exposure level in the Auto Exposure Mode can be varied by using the User's Choice, either "Darker" or "Lighter." ➪ p. 54
- The copier has been factory-set to automatically select the Auto Exposure Mode. The User's Choice can be used to change this default setting to the Manual Exposure Mode. ➪ p. 54

Manual Exposure Mode

In the Manual Exposure Mode, you can vary the exposure level in nine steps.

1 Hold down the Exposure Control Key [<] or [>] .



1151O081

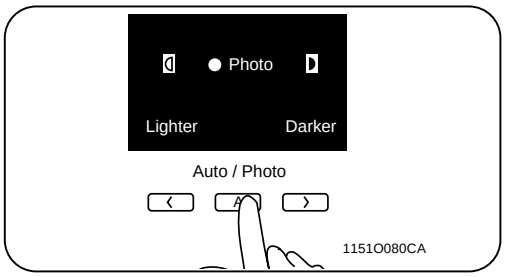
To make the image darker:
Press or hold down the Exposure Control Key [>] .

To make the image lighter:
Press or hold down the Exposure Control Key [<] .

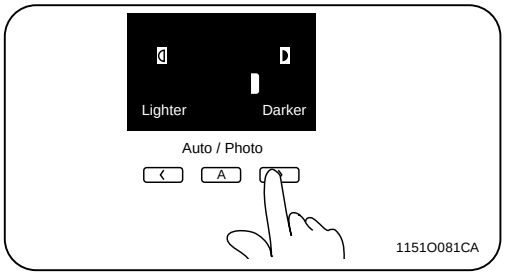
Photo Mode

The copier can make a faithful reproduction of an original having halftone image such as photos. The image density of the photo may be varied in nine steps.

1 Press the Auto Exposure Mode Key [A] as necessary to light up the Photo Mode Indicator [❍ Photo]



2 Hold down the Exposure Control Key [<] or [>] until the desired Photo Mode level

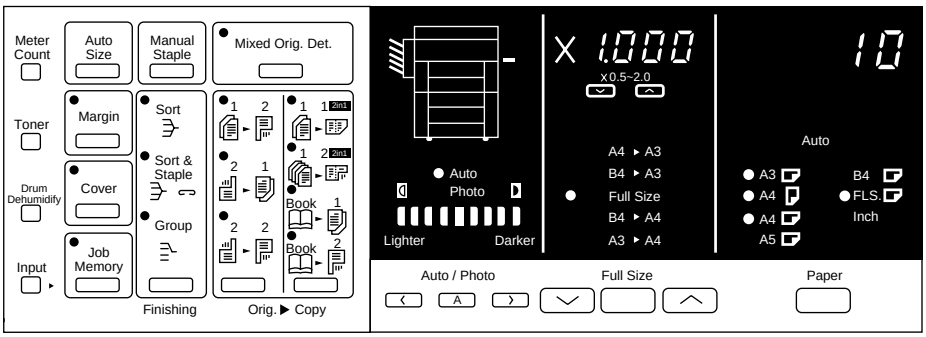


To make the image darker:
Press or hold down the Exposure Control Key [>].

To make the image lighter:
Press or hold down the Exposure Control Key [<].

7. Original ▶Copy Type

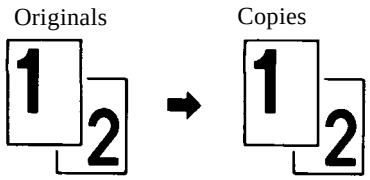
Pressing the **Orig.▶ Copy** Keys can select the setting for the type of copy you want to make from the type of original you have.
There are eight different modes available. Select one according to your need.



1151O070DA

Original ▶ Copy Types

1-sided ▶ 1-sided

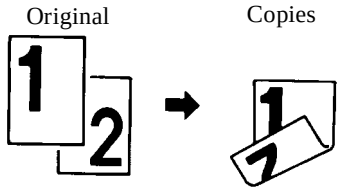


1139O0280A

- Select this mode to make 1-sided copies from 1-sided originals.

  * The [1-sided ▶ 1-sided] type is the default setting in the initial mode.

1-sided ▶2-sided

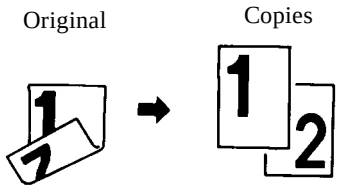


1139O0290A

- Select this mode to make 2-sided copies from 1-sided originals.
  (Only when the Duplex Unit is mounted.)

  * Two originals can be copied onto one copy.

2-sided ▶1-sided

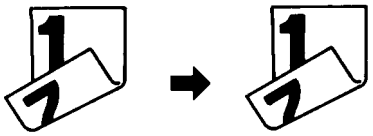


1139O0310A

- Select this mode to make 1-sided copies from 2-sided originals.
  (Only when the Duplexing Document Feeder is mounted.)

2-sided ▶ 2-sided

Original Copy



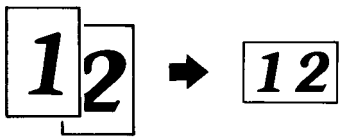
1139O0300A

- Select this mode to make 2-sided copies from 2-sided originals.

(Only when the Duplexing Document Feeder and Duplex Unit are mounted.)

1-sided ▶ 1-sided [2 in 1]

Originals Copy



1140O273

- Select this mode to make a 1-sided copy, through reduction, from two 1-sided originals side-by-side.

(Only when the Automatic/Duplexing Document Feeder is mounted.)

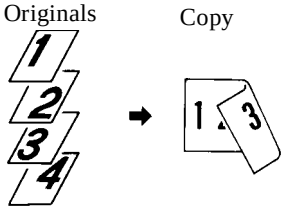
* You need half as many sheets of copy paper as required otherwise.

NOTE

The size of the original should be A4 crosswise for 2-in-1.

1-sided ▶2-sided [2 in 1]

Originals Copy



1139O0320A

- Select this mode to make a 2-sided copy, through reduction, from four 1-sided originals. Each pair of originals will be placed side-by-side on either side of the copy.

(Only when the Automatic/Duplexing Document Feeder is mounted.)

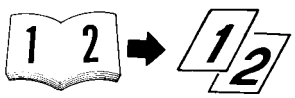
* You need 1/4 as many sheets of copy paper as required otherwise.

NOTE

The size of the original should be A4 crosswise for 2-in-1.

Book ▶1-sided

Original Copies

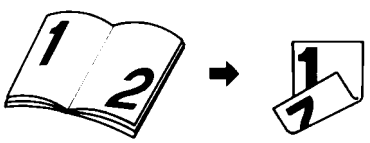


1139O1990A

- Select this mode to make a 1-sided copy of each page of an open book.

Book ▶ 2-sided

Original Copies



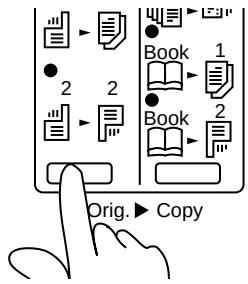
1139O0330A

- Select this mode to make a 2-sided copy of an open book. Each page of the open book will be copied onto one side of the copy.

(Only when the Duplex Unit is mounted.)

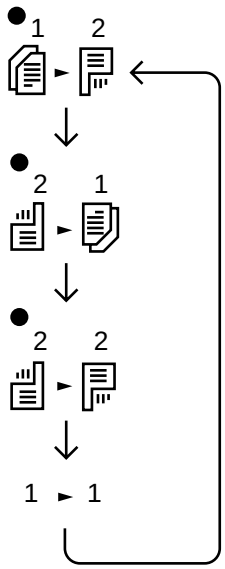
Selecting Original ▶ Copy Type

1 Press the Original ▶Copy key to select the Original ▶ Copy type.



1151O086CA

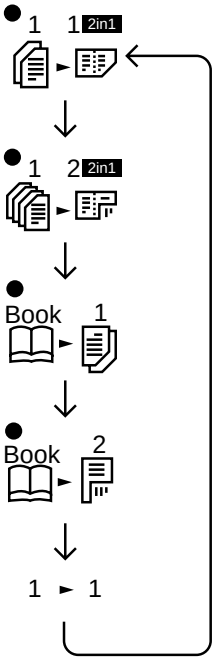
Each time the Original ▶ Copy Key (left) is pressed, the newly selected original type indicator lights as shown below.



1151O083CA

* If there are no lights, 1-sided ▶ 1-sided is selected.

Each time the Original ▶ Copy Key (right) is pressed, the newly selected type indicator lights as shown below.



1151O084CA

* If there are no lights, 1-sided ▶ 1-sided is selected.

Useful Tip

The [1-sided ▶ 1-sided] type is the default setting in the initial mode. This default setting can be changed using the User's choice. ➪ p. 55

Instructions for Loading Originals

Use the following procedure for loading originals to make 1-sided copies from 2-sided originals.

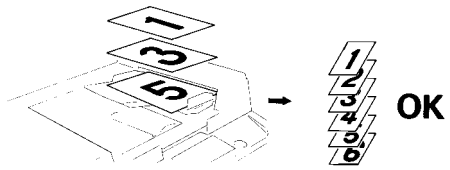
Procedure

Load the originals crosswise.
If the originals are loaded lengthwise, the directions of the copy images will be mixed up.

Correct:

2-Sided Originals Loaded Crosswise

1-Sided Copies

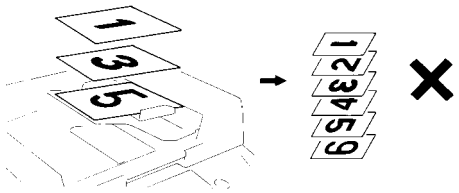


1151O023AA

Incorrect:

2-Sided Originals Loaded Lengthwise

1-Sided Copies

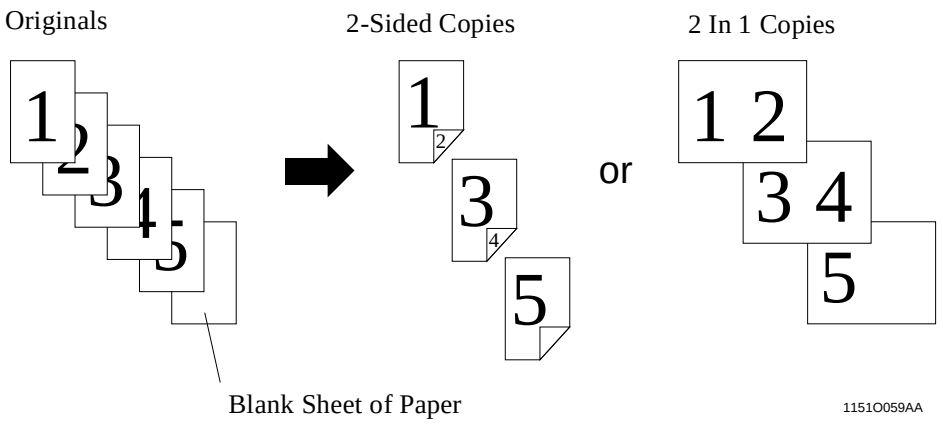


1151O022AB

Notes for 2-sided Copy Mode/2in1 Mode

When making copies from 1-sided originals in the 1-sided ▶2-sided, 1-sided ▶ 1-sided (2in1), or 1-sided▶ 2-sided (2in1) Mode, check the number of originals.

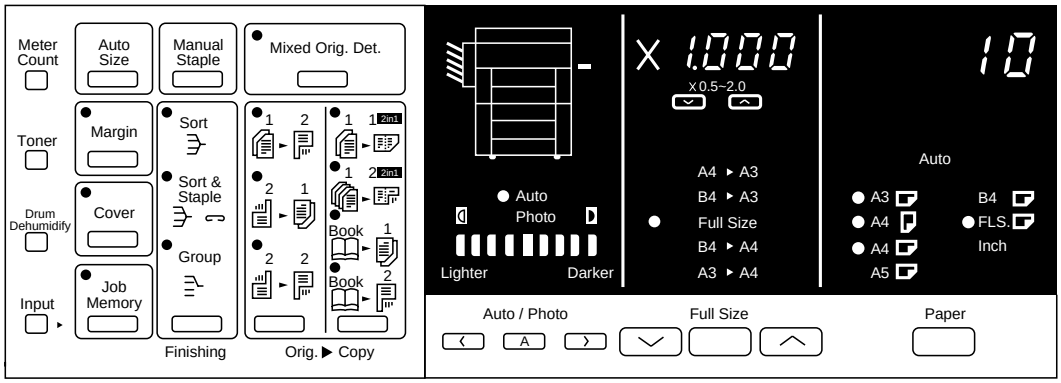
If an odd number of 1-sided originals are used, add one blank sheet of paper at the end of the original set.



1151O059AA

8. Finishing Mode

Pressing the Finishing Key can select the desired finishing mode.
There are five different finishing modes. Select the one according to your needs.

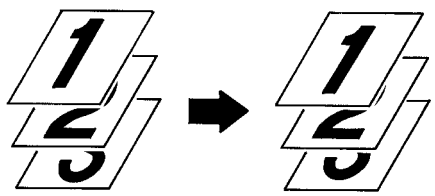


1151O070DA

Finishing Modes

Non-Sort

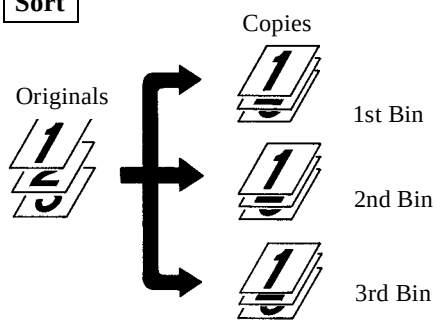
Originals Copies



All copies are fed out onto the 1st Bin, without being sorted, grouped, stapled, or punched.

1076O145

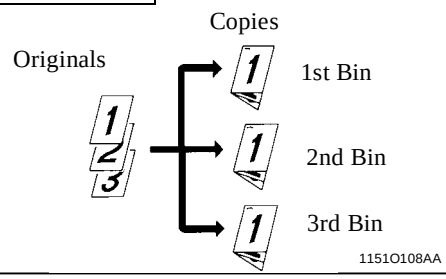
Sort



This mode is effective when making multiple copies from multiple originals.
Copies are sorted into complete sets of the originals.
(Only when the Sorter or Staple Sorter is mounted.)

1076O146

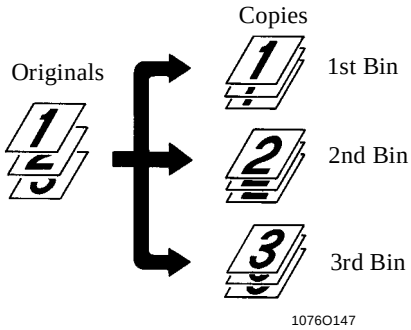
Sort-and-Staple



Copies are sorted into complete sets of the originals and each set is stapled together.
(Only when the Staple Sorter is mounted.)

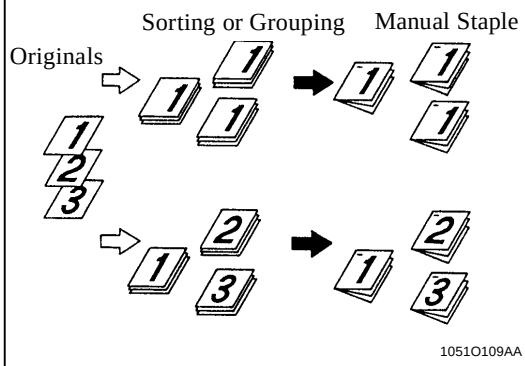
1151O108AA

Group



The copies made from each single original are separated into groups. Each group contains the same number of copies.
(Only when the Sorter or Staple Sorter is mounted)

Manual Staple



This mode allows you to staple copy sets already made in the Sort Mode or copy stacks made in the Group Mode.
(Only when the Staple Sorter is mounted.)

* This feature is efficient for stapling originals after making copies.

Useful Tip

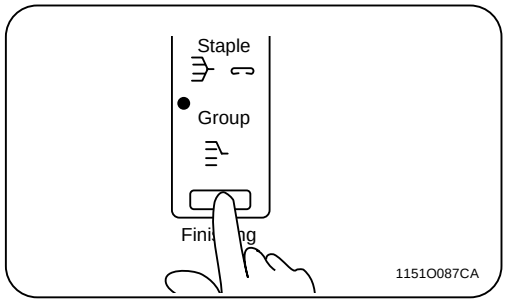
The copier has been factory-set to automatically select Non-Sort. Also, the copier automatically switches between the Sort and Non-Sort mode depending on the number of originals loaded in the Automatic Document Feeder. The User's Choice can, however, be used to change this default setting using the User's Choice. ➪ pp. 55, 57

Selecting the Finishing Mode

Sort/Sort-and-Staple/Group Mode

(To sort or group copies)

1 Press the Finishing Key to select the desired mode.



- Each time the Key is pressed, the newly selected finishing mode indicator lights.
- If there are no lights, the Non-Sort Mode is selected.

NOTE

- *Capacity of each Sorter Bin (Non-Sort Mode)*

Sorter Bin	Capacity
1st Bin	Up to 50 sheets
2nd to 10th Bin	Up to 25 sheets

(Sort/Group/Sort-and-Staple Mode)

Sorter Bin	Capacity
1st to 10th Bin	Up to 25 sheets

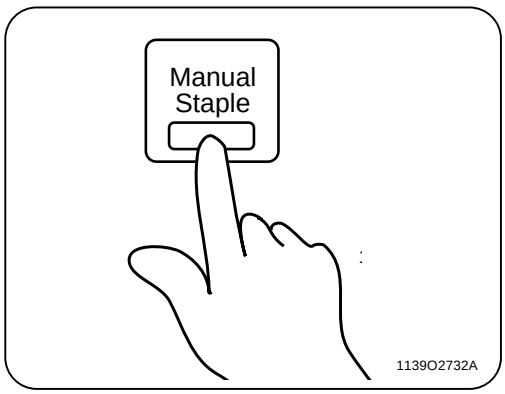
- *Thick paper, translucent paper, and OHP transparencies cannot be used for making copies in the Sort, Group, or Sort-and-Staple Mode.*

Using the Manual Staple Mode

(To staple copy sets already made in the Sort Mode or copy stacks made in the Group Mode.)

1 Make sure that each copy set or stack has been fed into the Sorter Bin.

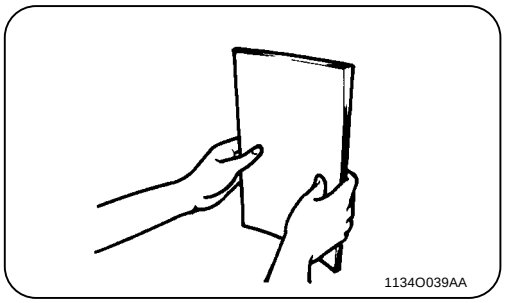
2 Press the Manual Staple Key.
Then the copy set or stack in the Sorter Bin will be stapled.



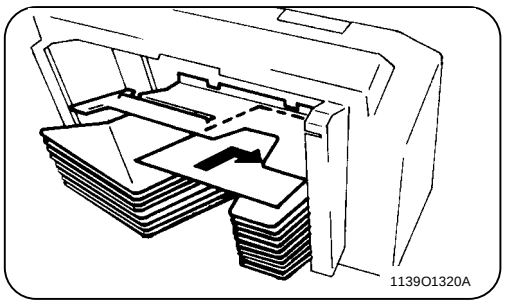
Using the Manual Staple Mode

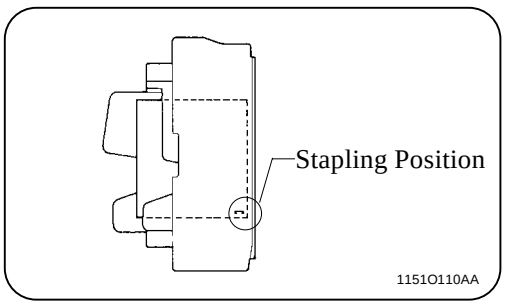
(To use as a stapler)

1 Align the sheets of paper neatly.



2 Insert the paper stack onto the 1st Bin with its front surface facing up.

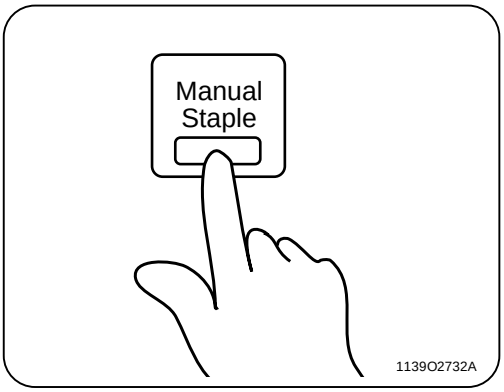




NOTES

- *Make sure of the stapling position and press the paper stack against the bracket.*
- *Up to 50 sheets of (plain) paper can be stapled.*
- *Never attempt to reach for the stapling position. This can be dangerous.*

3 Press the Manual Staple Key. The paper stack will be stapled.



Useful Tip

This feature is efficient for stapling originals after making copies.

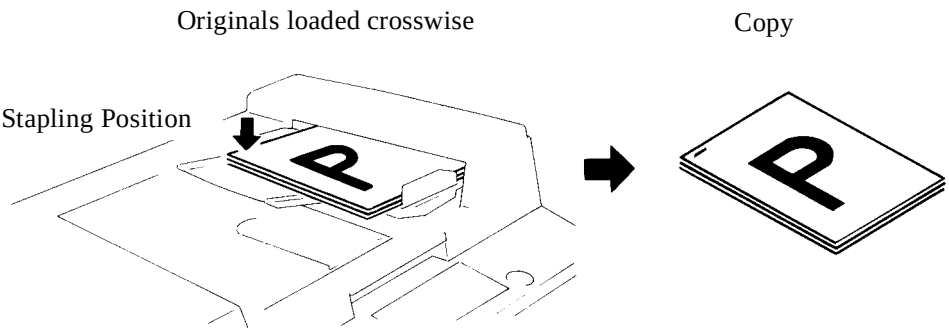
Instructions for Loading Originals for Finishing Mode

Note the correct direction of the originals if the copies are to be stapled either in the Sort-and-Staple or Manual Staple mode.

Using the Automatic/Duplexing Document Feeder

Load the originals crosswise in the Document Feeder. Ensure also that the stapling position is at the rear left corner as indicated by the arrow.

Correct:

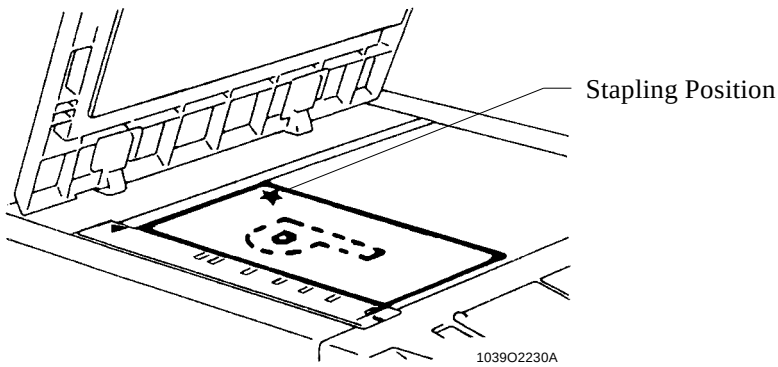


1151O024AB

Placing the original on the Original Glass

Place the original, with its stapling position at the upper right corner as shown in the illustration.

Correct:



1039O2230A

* Press the Manual Staple Key to staple copy sets or a copy stack.

Auto Dual Function

Each of the Sort Bins holds up to 25 sheets of paper. The Auto Dual Function, however, allows sorting of copies of up to 50 originals under certain conditions.

Auto Dual Function in the Sort Mode

When 5 or less copies are made from an original set consisting of more than 25 originals in the Sort Mode, the Sorter or Staple Sorter is automatically switched into the Auto Dual Function Mode using the 6th to 10th Bins.

Copies	Bins Used
1st to 25th sorted copies	1st to 5th Bins
26st to 50th sorted copies	6th to 10th Bins

* If the number of copies selected exceeds 5, the copy cycle stops at the 26th original.
* To have a complete set from the originals, place the copies from the 6th Bin on top of those from the 1st Bin. In the same way, place the copies from the 7th Bin on top of those from the 2nd Bin, and so on.

Auto Dual Function in Sort-and-Staple Mode

When 5 or less copies are made from an original set consisting of more than 25 originals in the Sort-and-Staple mode and the Auto Dual function is activated, the Sort-and-Staple Mode is automatically switched to the Sort Mode (no stapling takes place).

When the Number of Copies Selected Exceeds 25 in the Group Mode

When more than 25 copies are to be grouped together into one group, the Sorter or Staple Sorter uses the subsequent Bin to continue grouping the copies.

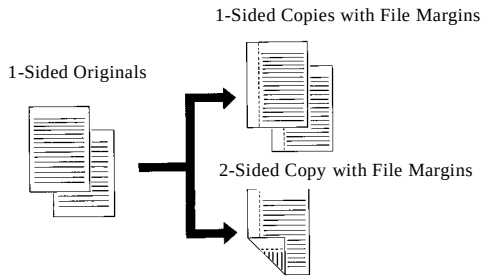
Original	Copies	Bins Used
1st	1st to 25th copies	1st Bin
	26st and subsequent copies	2nd Bin
3rd to Nth: Same way up to 10th		

If the Number of Copies Selected Exceeds 50 in the Non-Sort Mode

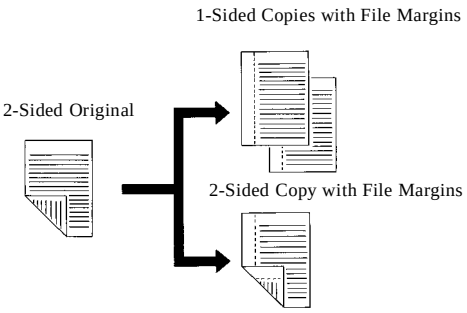
The capacity of the 1st Bin is 50 in the Non-Sort Mode. If more than 50 copies are made in the Non-Sort mode, the Sorter uses the 1st, 2nd, and subsequent Bins to hold those excess copies.

9. File Margin Mode

The copier provides a file margin (10mm) along the leading edge of the copy for your easy filing. Both 1-sided and 2-sided originals can be used in the File Margin Mode. Select the appropriate Original ▶ Copy type according to the originals.



1076O169

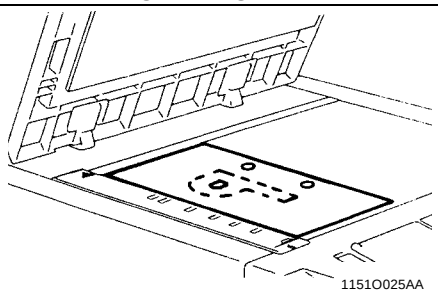
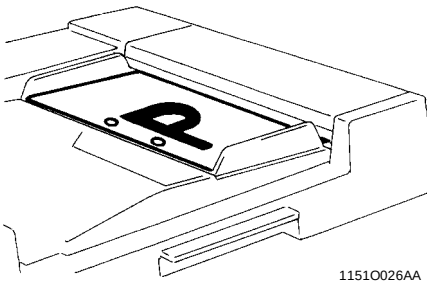


1076O170

NOTE

You need to change the setting of the File Margin function of User's Choice according to the type of originals to be used when making copies in the File margin mode. ➪ *p. 53*

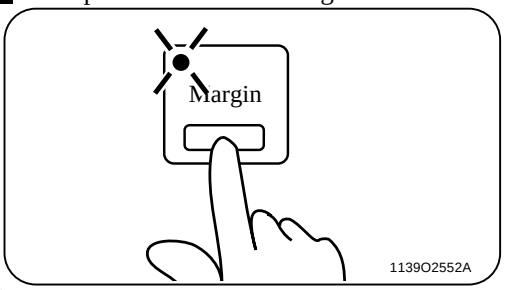
Loading the Originals

Using the Original Glass	Using the Document Feeder
 1151O025AA	 1151O026AA
Position the file margin side to the right.	Position the file margin side to the left.

Setting the File Margin Mode

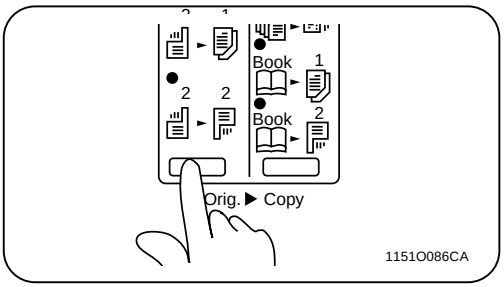
1 Ensure the correct original direction and place the original.

2 Press the File Margin Key to set the copier into the File Margin Mode.



1139O2552A

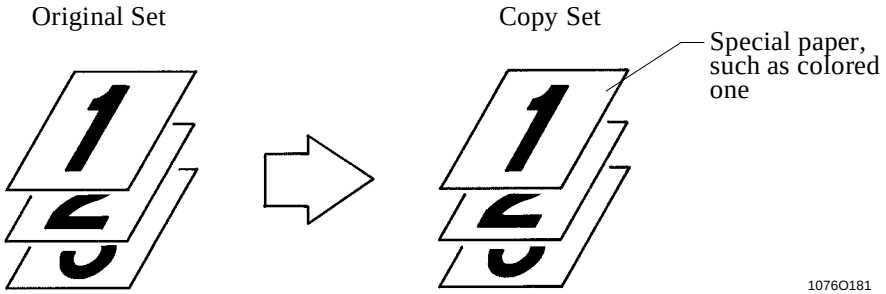
3 Press the Original ▶ Copy Key to select the desired job type.



1151O086CA

10. Cover Mode

The Cover Mode lets you make a front cover for a copy set by copying the first page of an original set on a different type of paper, such as color paper. It may be used to differentiate the cover of a copy set from other pages.

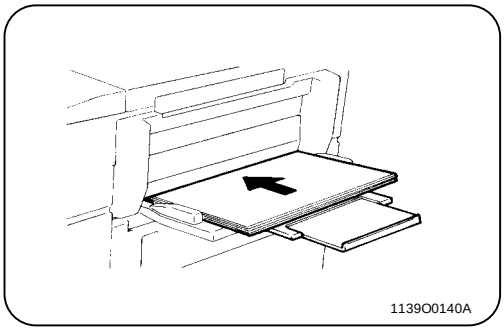


NOTES

- *This mode can only be selected when the copier is equipped with the Automatic/Duplexing Document Feeder and the Multi Bypass Tray.*
- *This mode cannot be selected when 1-sided ▶2-sided, 1-sided ▶2-sided (2in1), Book ▶ 1-sided, or Book ▶2-sided Mode is Selected.*

Using the Cover Mode

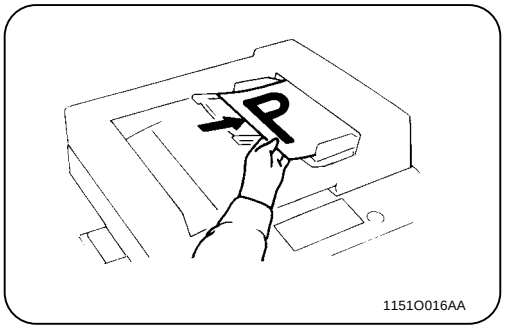
1 Place the paper stack for the cover sheet on the Multi Bypass Tray.



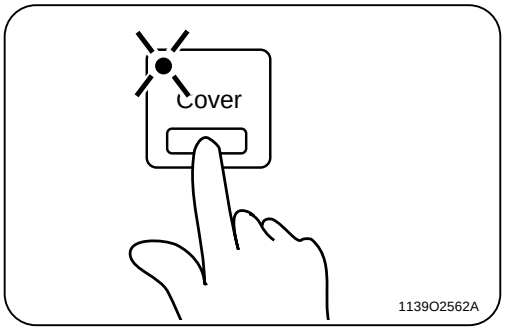
NOTES

- *Be sure to place the paper stack for the cover sheet on the Multi Bypass Tray.*
- *Capacity of the Multi Bypass Tray*
  Plain paper. . . . . .Up to 50 sheets
  Thick paper, transparencies, translucent paper . . . .Up to 20 sheets

2 Load the originals into Automatic/Duplexing Document Feeder.



3 Press the Cover Key to set the Cover Mode.



Chapter 4

Special Functions

This chapter explains about the special functions that can be used for specific purposes.

1. Meter Count p. 50
2. Toner Replenisher/Drum Dehumidifier p. 51
3. User's Choice
Description of Each User's Choice Functions p. 52
Making the User's Choice Settings p. 58

1. Meter Count

This function allows you to check the total count of each of the four different counters.

Total

Shows the total number of copies made since the installation of the copier.

2-Sided Total

Shows the number of 2-sided copies made.

Size

Shows the number of copies made on the copy paper of a preset size. (The size will be set by your Technical Representative.)

2-Sided Size

Shows the number of 2-sided copies made on the copy paper of a preset size (the same size as set for "Size").

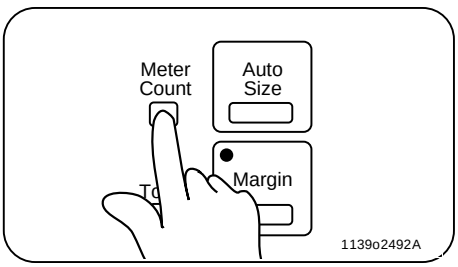
Counter Display

The Zoom Ratio Indicator shows the upper 3 digits of the count and the Multi-Copy Display shows the lower 2 digits of the count.

Example : The count is 12,345(copies).

Using the Meter Count Function

1 Press the Meter Count Key once.
*The count of the Total Counter is shown across the Zoom Ratio Indicator and Multi-Copy Display.



Each time the Meter Count Key is pressed, the counts of the four counters will be shown in the following order.
Total → Size → 2-sided Total → 2-sided Size

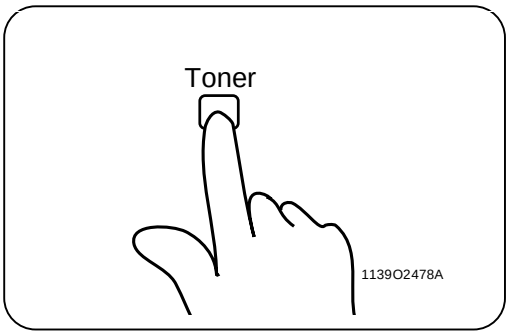
2 With the count of the 2-Sided Size Counter displayed, press the Meter Count Key.
*This restores the copier to the state before entering the Meter Count Mode.

2. Toner Replenisher/Drum Dehumidifier

Toner Replenisher

The copier tends to exhaust the supply of toner rapidly when making a number of copies from an original with dark solid areas such as a photo. As a result, the image density of the copy will become lighter. In such a case, you can use the Toner Replenisher function to regain the normal image density quickly.

Press the Auxiliary Toner Replenishing Key.
*This causes the copier to initiate toner replenishing, which lasts for 90 seconds at maximum.



NOTE

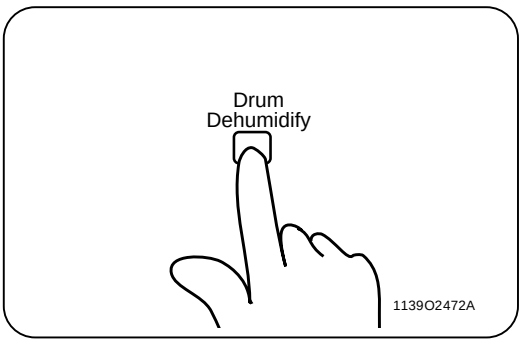
- *Do not turn the Power Switch OFF or open the Front Door while the copier is replenishing toner.*
- *Toner is not replenished if the image density is sufficiently high*

Drum Dehumidifier

During high humidity periods or when there are sudden rapid changes in humidity (especially when you are using a heater in winter), condensation *1 could form on the surface of the PC Drum *2, resulting in blotchy copies. In such instances, use the Drum Dehumidifier function to dry the surface of the PC Drum.

*1 Condensation : A phenomenon in which small drops of water are formed on cold surfaces, such as the surface of the PC Drum.
*2 PC Drum : Functions in the copier as film in a camera.

Press the Drum Dehumidify Key .
*This sets the copier into the Drum Dehumidifier Mode which lasts for 90 seconds.



Useful Tip

- A copy cycle can be initiated even while the copier is in the Drum Dehumidifier Mode.

3. User's Choice

The copier has been set so that the most frequently used setting are automatically selected in the initial mode. The User's Choice allows you to select the default setting which are automatically selected in the initial mode according to your own needs.
By setting defaults for the paper size, zoom raito, and other settings that are most frequently used, time and effort to make extra setting will be eliminated that are otherwise to be spent when the copier is turned ON or when the auto reset function is activated.
*For more details, consult your Technical Representative. Functions Available from User's Choice

Functions Available from User's Choice

Choice Code	Function	Choice Code	Function
U- 0	Mixed Original Detection	U-20	Auot Panel Reset ON/OFF
U- 4	Lightweight Original	U-21	Energy Saver ON Timing
U- 9	File Margin	U-23	Auto Panel Reset for Plug-In Counter
U-10	Priority Paper Size/Source	U-24	Sort/Non-Sort Auto Switching ON/OFF
U-12	AP/AS/Manual Priority	U-28	Auto Shut OFF Timing
U-13	Default Auto Exposure Level	U-51	Special Paper setting (1st Drawer)
U-14	Default Exposure Mode/Level	U-52	Special Paper setting (2nd Drawer)
U-15	Default Finishing Mode	U-53	Special Paper setting (3rd Drawer)
U-18	Priority Orig. ▶ Copy Type	U-54	Special Paper setting (4th Drawer)

1151H07OBA

Description of Each User's Choice Function

U-0 Mixed Original Detection

Select whether to enable the Mixed Original Detection function or not when power is turned ON or panel reset on the copier equipped with an Automatic/Duplexing Document Feeder.

Setting Value	Description	Initial Setting
0	Mixed Original Detection function ON	
1	Mixed Original Detection function OFF	○

1151H08OBA

U-4 Lightweight Original

Select the type of originals used on the ADF. Set "1" (Lightweight Original mode ON) if originals lighter in weight than standard (weighing 40 to 50 g/m^2) are used with the ADF.

Setting Value	Description	Initial Setting
0	Lightweight Original mode OFF	○
1	Lightweight Original mode ON	

1151H09OBA

U-9 File Margin

Select whether the original has file margin or not for the File Margin mode.
If "1" (original does not have a file margin") is set and you attempt to make a copy from an original which has a file margin on it, the copier is very likely to produce a copy with a margin on an incorrect position.

Setting Value	Description	Initial Setting
0	The original has a file margin	○
1	The original does not have a file margin	

1151H11OBA

U-10 Priority Paper Size/Source

Select the priority paper size or paper source selected when the copier is set into the Auto Size or Manual mode.

Setting Value	Description	Initial Setting	Setting Value	Description	Initial Setting
0	A3 (L)		13	8-1/2" × 11" (L)	
1	B4 (L)		14	5-1/2" × 8-1/2" (L)	
2	A4 (L)		15	8-1/2" × 11" (C)	
3	B5 (L)		20	1st Drawer	
4	A5 (L)		21	2nd Drawer	
5	FLS (L)		22	3rd Drawer *Only when the Paper Feed Cabinet is mounted	
6	A4 (C)	○			
7	B5 (C)				
10	11" × 17" (L)		23	4th Drawer *Only when the Paper Feed Cabinet is mounted	
11	11" × 14" (L)				
12	8-1/2" × 14" (L)				

1151H12OBA

U-12 AP/AS/Manual Priority

Select the priority copying mode that is automatically selected when the Power Switch is turned ON or Panel Reset key is pressed

Setting Value	Description	Initial Setting
0	Auto Paper (AP)	○
1	Auto Size (AS)	
2	Manual	

1151H13BA

U-13 Default Auto Exposure Level

Determine the optimum exposure level in the Auto Exposure mode, variable in seven steps.

Setting Value	Description	Initial Setting
46	Low (level 4)	
47	Low (level 3)	
48	Low (level 2)	
49	Low (level 1)	
50	Standard	○
51	High (level 1)	
52	High (level 2)	

1151H14OBA

When the exposure level is "Low," the greater level number is, the lower the exposure level.
When the exposure level is "High," the greater level number is, the higher the exposure level.

U-14 Default Exposure Mode/Level

Determine the default exposure mode, either Auto or Manual, selected when the Power Switch is turned ON or Panel Reset key is pressed.
If Auto is selected, this function also allows you to set the default exposure level in the Manual Exposure mode, variable in 9 steps, after the Auto Exposure mode has been canceled.
If Manual is selected, the function also allows you to set the default exposure level in the Manual Exposure mode.

Auto Exposure Mode as Default

Setting Value	Description		Initial Setting
	Default Mode	Exposure Setting in Manual Mode	
0	Auto	Manual EXP1	
1	Auto	Manual EXP2	
2	Auto	Manual EXP3	
3	Auto	Manual EXP4	
4	Auto	Manual EXP5	○
5	Auto	Manual EXP6	
6	Auto	Manual EXP7	
7	Auto	Manual EXP8	
8	Auto	Manual EXP9	

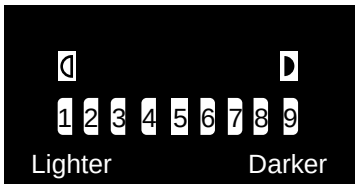
1151H15OBA

Manual Exposure Mode as Default

Setting Value	Description	Initial Setting
10	Manual Exposure Mode / EXP1	
11	Manual Exposure Mode / EXP2	
12	Manual Exposure Mode / EXP3	
13	Manual Exposure Mode / EXP4	
14	Manual Exposure Mode / EXP5	
15	Manual Exposure Mode / EXP6	
16	Manual Exposure Mode / EXP7	
17	Manual Exposure Mode / EXP8	
18	Manual Exposure Mode / EXP9	

1151H16OBA

EXP Level



1139O5282A

* With EXP5 at the central level, the exposure level will be lower as the number becomes smaller, and it is higher as the number becomes greater.

U-15 Default Finishing Mode

Determine the priority finishing mode selected when the copier is equipped with a finishing option.

Setting Value	Description	Initial Setting
0	Non-Sort	○
1	Sort	
2	Group	
3	Sort-and-Staple	

1151H18OBA

U-18 Priority Orig.▶ Copy Type

Determine the orig.▶ copy type automatically a selected when the Power Switch is turned ON or Panel Reset key is pressed.

Setting Value	Description	Initial Setting
0	1 ▶ 1	○
1	1 ▶ 2	
2	2 ▶ 2	
3	1 ▶ 1 (2in1)	
4	1 ▶ 2 (2in1)	

1151H19OBA

*The initial setting is 1▶ 2 if your copier is equipped with a Duplex Unit. Consult your Technical Representative if you want to select 1▶ 1 when your copier is equipped a Duplex Unit.

U-20 Auto Panel Reset ON/OFF

Select whether or not to activate the auto clear function after the lapse of a given period of time a after copy cycle has been completed or a key on the control panel has been operated.

Setting Value	Description	Initial Setting
0	Disabled	
1	Enabled : 30 sec.	
2	Enabled : 1 min.	○

1151H19OBA

U-21 Energy Saver ON Timing

Select whether or not to set the copier into the Energy Saver mode after the lapse of a given period of time after a copy cycle has been completed or a key on the control panel has been operated.
The period of time can fall within the range 1 to 120 min.
*The initial setting is 15 min.

Setting Value	Description	Initial Setting
1	Enabled : 1min.	
2	Enabled : 2min.	
3	Enabled : 3min.	
:	:	
98	Enabled : 98min.	
99	Enabled : 120min.	

1151H20OBA

U-23 Auto Panel Reset for Plug-In Counter

Select whether to set the copier into the initial mode when the Plug-In Counter is pulled out.

Setting Value	Description	Initial Setting
0	Copier is not initialized.	
1	Copier is initialized when the Plug-In Counter is pulled out.	○

1151H22OBA

U-24 Sort/Non-Sort Auto Switching ON/OFF

Select whether to enable or disable the function that automatically switches between the Sort and Non-Sort mode depending on the number of originals loaded in the ADF when the copier is equipped with an ADF and finishing option. If "ON" is selected, Non-Sort is selected if only one original is loaded in the ADF and Sort is selected if two or more originals are loaded in the ADF.

Setting Value	Description	Initial Setting
0	Sort/Non-Sort switching OFF (disabled)	
1	Sort/Non-Sort switching ON (enabled)	◯

1151H22OBA

U-28 Auto Shut OFF Timing

Select whether or not to enable the Auto Shut OFF Function that turns power off automatically after the lapse of a given period of time after a copy cycle has been completed or a key on the control panel has been operated.
*In the initial setting, the Auto Shut OFF Function is activated 60 min. after the above-said event.

Setting Value	Description	Initial Setting
0	Disabled	
1	Enabled : 1min.	
2	Enabled : 2min.	
3	Enabled : 3min.	
:	:	
98	Enabled : 98min.	
99	Enabled : 120min.	

1151H23OBA

U-51 to 54 Special Paper Setting

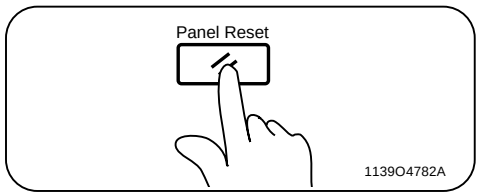
Designates each drawer of the copier for special paper.
See p. 31 for more details on the special paper setting.
U-51 : 1st Drawer
U-52 : 2nd Drawer
U-53 : 3rd Drawer (Setting is possible only when the Paper Feed Cabinet is mounted)
U-54 : 4th Drawer (Setting is possible only when the Paper Feed Cabinet is mounted)

Setting Value	Description	Initial Setting
0	Special paper setting is not made.	◯
1	Special paper setting is made for the drawer.	

1151H24OBA

Making the User's Choice Mode Settings

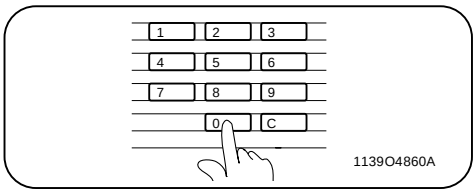
1 Keep pressing the Panel Reset Key for about 3 seconds.
* [U] is shown on the Zoom Ratio Indicator.



Zoom Ratio Indicator Multi-Copy Display

1139O3850A 1139O3860A

2 Using the Key Pad, enter the desired Choice Code number.
*The Choice Code number is shown on the Zoom Raito Indicator.



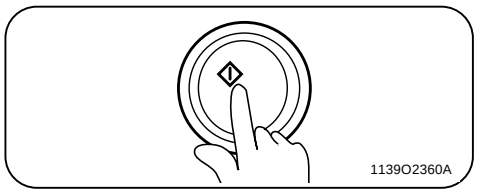
Zoom Ratio Indicator Multi-Copy Display

1139O3870A 1139O3880A

NOTE

If you have pressed an incorrect number, press the Clear Key, then enter the correct number.

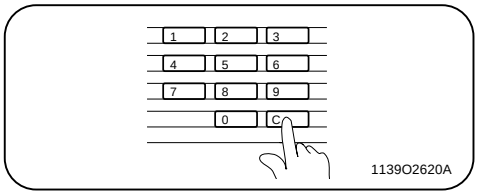
3 Press the Start Key.
*This enters the choice code selection and the current setting of the choice code is shown on the Multi-Copy Display.



Zoom Ratio Indicator Multi-Copy Display

1139O3870A 1139O3880A

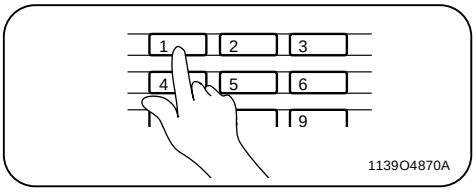
4 Press the Clear Key.
*This clears the current setting (shown on the Multi-Copy Display) of that particular choice code.



Zoom Ratio Indicator Multi-Copy Display

1139O3870A 1139O3860A

5 Press the appropriate Key Pad or Pads to enter the new setting.
*The Multi-Copy Display shows the new setting.



Zoom Ratio Indicator Multi-Copy Display

1139O3870A 1139O3890A

6 Press the Start Key.
*This enters the new setting.

Useful Tip

Repeat steps 2 to 6 to make new settings for other User's Choices.

7 Press the Panel Reset Key.
*This allows the copier to leave the User's Choice Mode, and the control panel shows the initial settings again.

Chapter 5

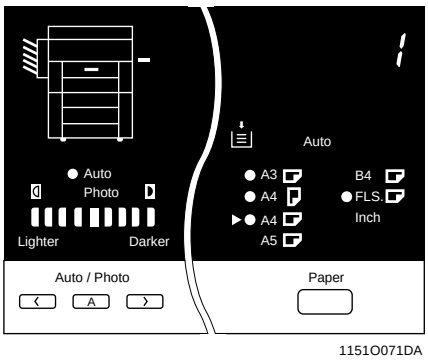
When an Indicator Lights Up

(Replenishing Supplies, Clearing Misfeeds, and Correcting a Closure Failure)

This chapter explains about the details of the various warning indications given on the control panel, including those that entail inhibition of the initiation of a copy cycle. It also shows action to be taken for each case.

1. *When the Add Paper Indicator Lights Up p. 60*
2. *When the Add Toner Indicator Lights Up p. 63*
3. *When the Add Staple Indicator Lights Up p. 64*
4. *When the Closure Failure Indicator Lights Up p. 66*
5. *When the Misfeed Indicator Lights Up*
   - *Misfeed Indicator and Monitor Display p. 68*
   - *Misfeed Clearing Procedures*
     - : *Copier p. 69*
     - : *Paper Feed Cabinet p. 72*
     - : *Duplex Unit p. 73*
     - : *Duplexing Document Feeder p. 74*
     - : *Automatic Document Feeder p. 75*
     - : *Sorter/Staple Sorter p. 76*
6. *When the Call-Tech.-Rep. Indicator Lights Up p. 77*
7. *When the I. U. Service Life Indicator Lights Up p. 78*
8. *Quick Reference for Other Indicators p. 84*

1. When the Add Paper Indicator Lights Up

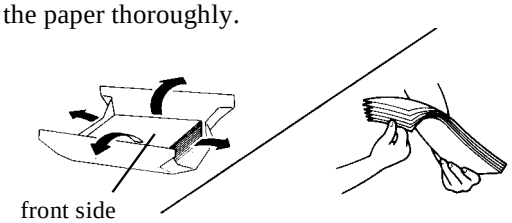


1151O071DA

Example: 1st Drawer has run out of paper.

When the Drawer currently selected for use has run out of paper, the Add Paper Indicator lights up. At this time, you cannot start any new copy cycle.

Fan the paper thoroughly.



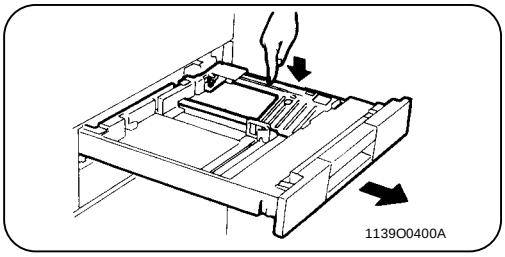
1139O1370A

Use the following procedure to load paper into the Drawer.

Adding Paper

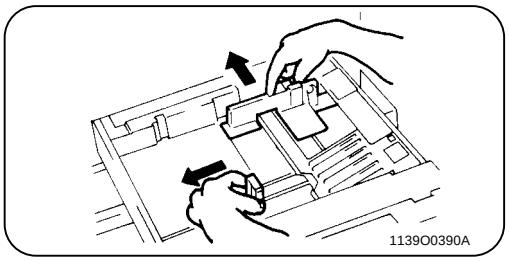
1st Drawer

1 Slide out the 1st Drawer and press down the Paper Lifting Plate.



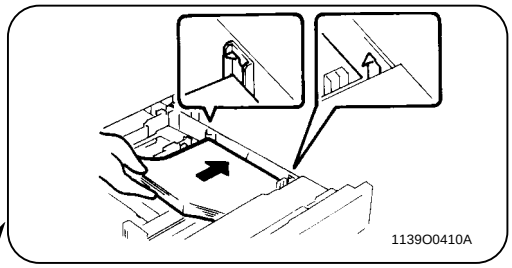
1139O0400A

2 Slide out the Edge Guide and Trailing Edge Stop.



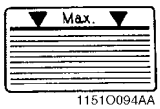
1139O0390A

3 Load the paper stack into the Drawer so that its front side faces down. Make sure that the paper stack rests under the two catches of the Drawer.



1139O0410A

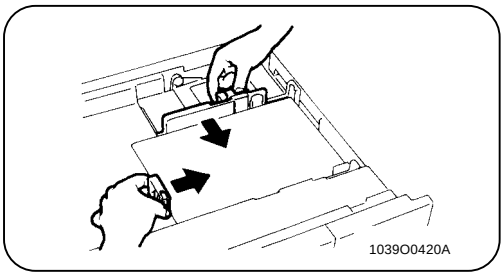
NOTE



1151O094AA

The paper should be loaded no higher than the ▼ (Max. Level Indicator) on the Edge Guide.

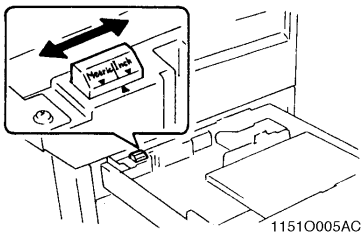
4 Slide the Edge Guide and Trailing Edge Stop up against the paper. Gently slide the Drawer back in.



1039O0420A

NOTE

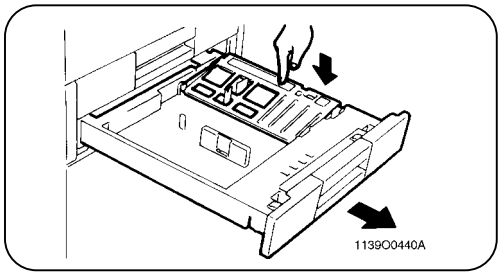
When loading Inch Size paper into the Drawer, flip the Marketing Area Switch, located in the rear left corner of the Drawer to "Inch".



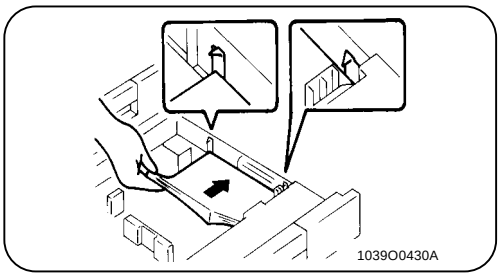
1151O005AC

2nd Drawer

1 Slide out the 2nd Drawer and press down the Paper Lifting Plate until it is locked into position.



2 Load the paper stack into the Drawer so that its front side faces down. Make sure that the paper stack rests under the two catches of the Drawer.



NOTE

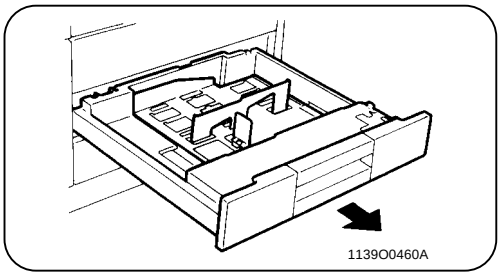
The paper should be loaded no higher than the ▼ (Max. Level Indicator) on the Edge Guide.

1039O0450A

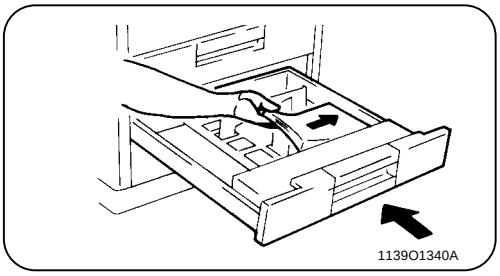
3 Gently slide the Drawer back in.

3rd/4th Drawer (PF-204)

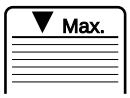
1 Slide the drawer out of the copier.



2 Load the paper stack into the Drawer so that its front side faces down.



NOTE



The paper should be loaded no higher than the ▼ (Max. Level Indicator) on the Edge Guide.

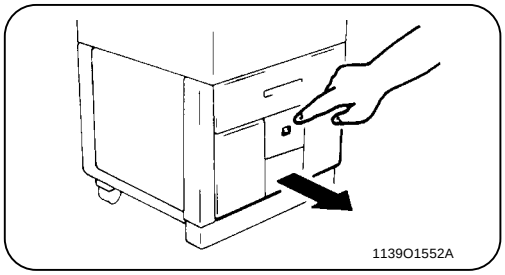
1145O555KA

3 Slide the Drawer back in.

1. When the Add Paper Indicator Lights Up

3rd Drawer (PF-104)

1 Press the Paper Descent Key. This releases the 3rd Drawer, allowing you to slide it out of the copier.

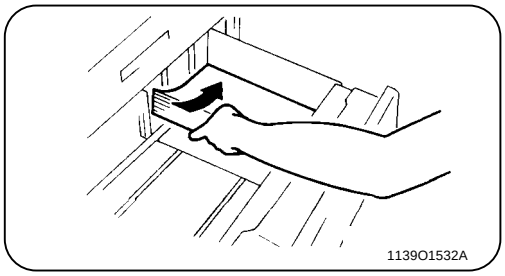


Indication of the Paper Descent Key

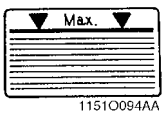
Steady Light: The 3rd Drawer has run out of paper when a drawer other than the 3rd is currently selected for use.

Blinking Light: The 3rd Drawer has run out of paper when the 3rd Drawer is currently selected for use.

2 Load the paper stack into the right-hand half of the Drawer, front side face down. At this time, press the leading edge of the paper stack tightly up against the right edge of the Drawer.

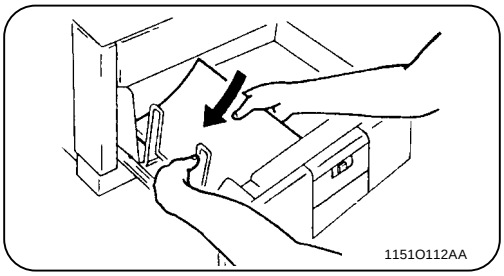


NOTE

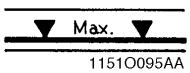


The paper should be loaded no higher than the ▼ (Max. Level Indicator).

3 Load another paper stack in the left-hand half of the Drawer, front side face down. At this time, press the trailing edge of the paper stack tightly up against the left edge of the Drawer.

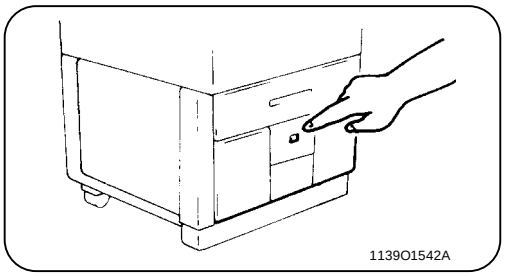


NOTE

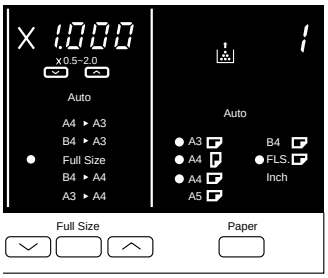


The paper should be loaded no higher than the ▼ (Max. Level Indicator).

4 Gently slide the Drawer back in and press the Paper Descent Key.



2. When the Add Toner Indicator Lights Up



1151O072DA

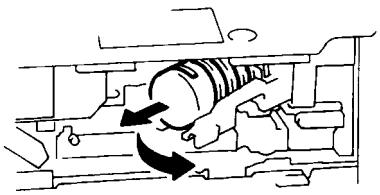
The Add Toner Indicator lights up when toner in the Toner Bottle is running out.

You can still make copies, but the image density will become lighter and lighter. It is recommended, therefore, that you replace the Toner Bottle with a new one as soon as possible.

Replacing the Toner Bottle

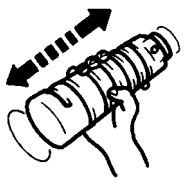
1 Open the Front Door.

2 Swing open the Toner Bottle Holder and pull out the Toner Bottle.



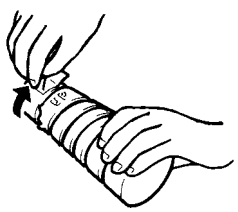
1139O1380A

3 Shake a new Toner Bottle well.



1139O1410A

4 With the Seal on the Toner Bottle facing up, slowly peel off the Seal as illustrated.

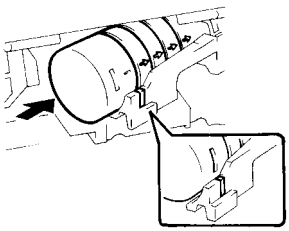


1139O1390A

NOTE

Be careful, some toner may puff out from the bottle.

5 Ensuring that the arrow (⇨) on the Toner Bottle is facing toward you, insert the Bottle into position.



1139O1420A

NOTE

Insert the Bottle all the way into the copier until the ▯ marking on the Bottle is aligned with the ▯ marking on the Toner Bottle Holder.

6 Swing the Toner Bottle Holder closed and close the Front Door.

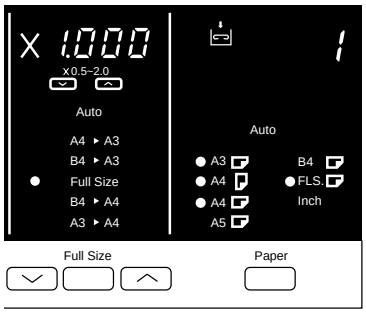
NOTE

- *Use ONLY the specified toner for this copier. Using any other toner could result in image trouble.*

Auxiliary Toner Replenisher Mode

Use the Auxiliary Toner Replenisher Mode if the image is light immediately after the Toner Bottle has been replaced with a new one. ⇨ p. 51

3. When the Add Staple Indicator Lights Up



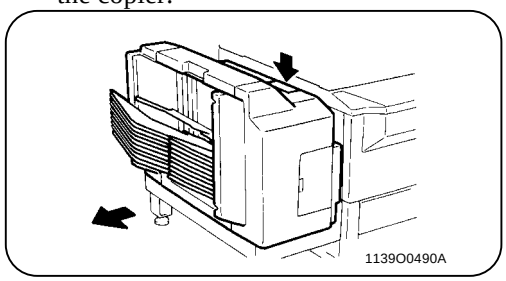
1151O073DA

When the staples will soon run out, the Add Staple Indicator lights up.

Replace the Staple Cartridge with a new one by following the procedure given below.

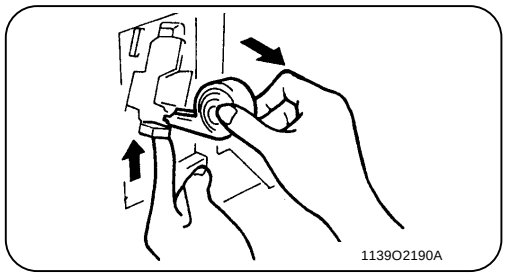
Replacing the Staple Cartridge

1 Press the Lock Release Lever of the Staple Sorter and slide it away from the copier.

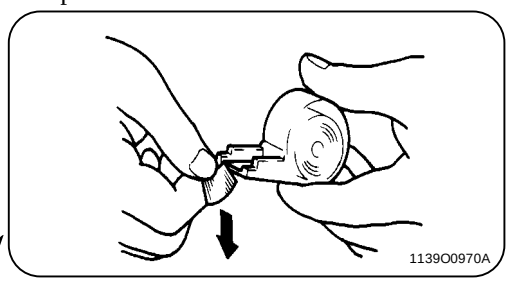

1139O0490A

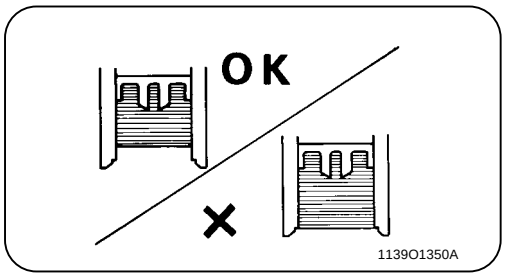
2 Open the Stapler Door.

3 While lifting the Lever upward, pull the Staple Cartridge out of its port.


1139O2190A

4 Pull the staple belt about 1" out of the new Staple Cartridge and break off that portion.


1139O0970A

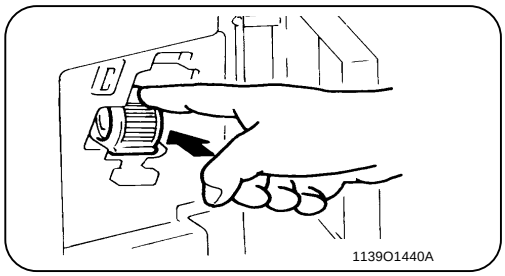


1139O1350A

NOTE

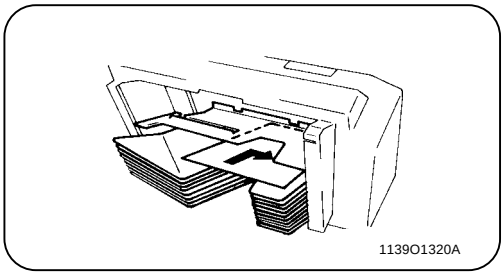
Check that no portion of the staple belt hangs out of the Cartridge. Break off any portion of the belt that hangs out of the Cartridge.

5 Insert the new Staple Cartridge until it clicks into position.

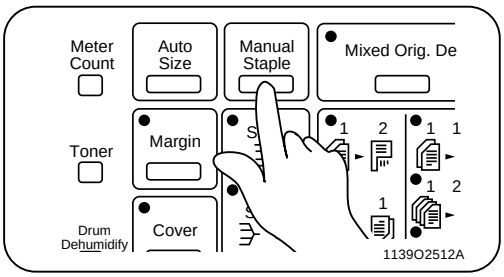

1139O1440A

6 Close the Stapler Door and slide the Staple Sorter back against the copier.

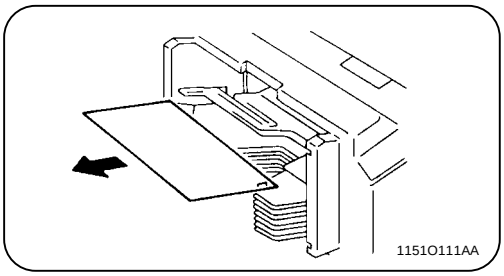
7 Place a sheet of paper into the 1st Bin of the Staple Sorter.



8 Press the Manual Staple Key.
* The copier automatically test-staples the paper 2 to 3 times.



9 Remove the sheet of paper from the 1st Bin and check that staples have been driven into it.

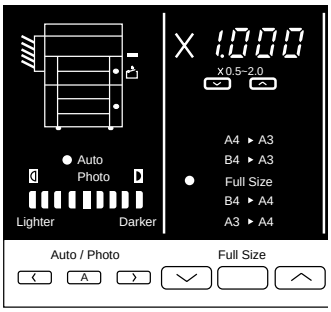


* If no staples are evident, place another sheet of paper into the 1st Bin and repeat steps 7, 8 and 9.

NOTES

- *Replace the Staple Cartridge only after the Add Staple Indicator lights up. Removing the Staple Cartridge before then will result in stapling trouble.*
- *Immediately after the new Staple Cartridge has been loaded, be sure to follow steps 7 to 9.*
- *Do not turn the green gear near the Cartridge inside the Stapler Unit.*

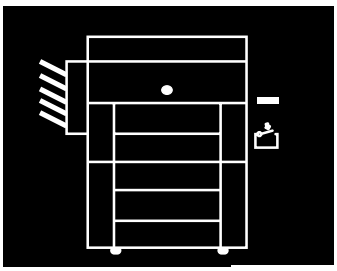
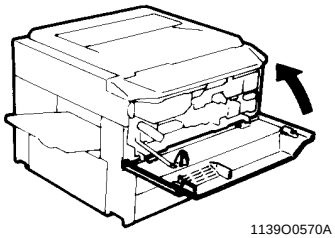
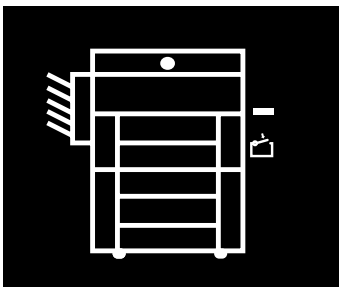
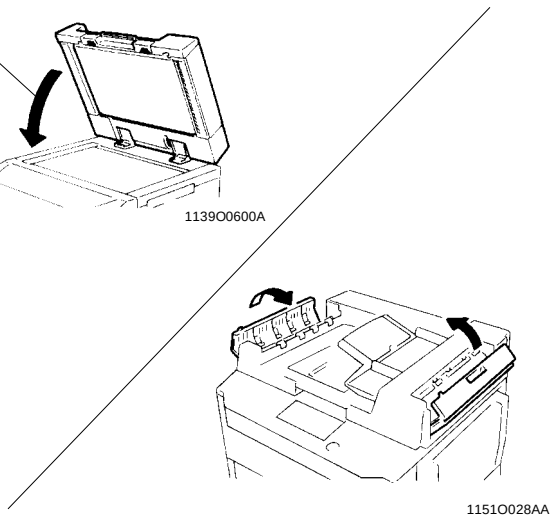
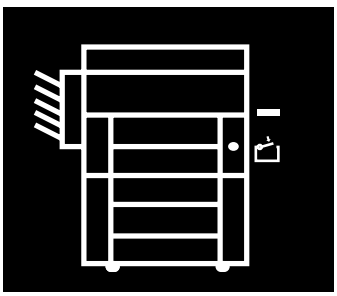
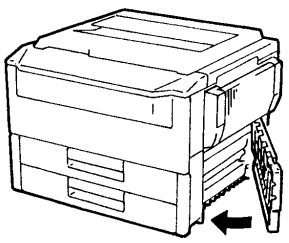
4. When the Closure Failure Indicator Lights Up

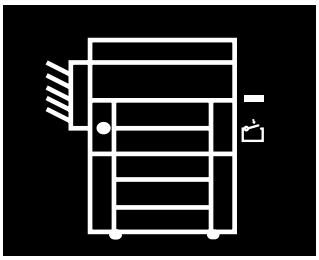
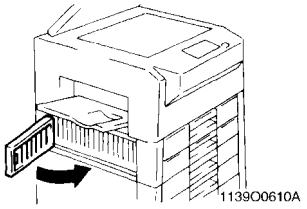
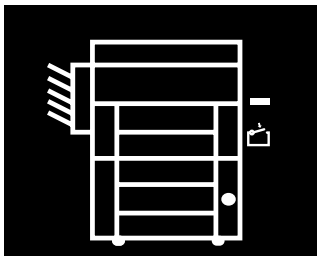
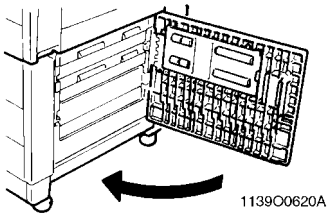
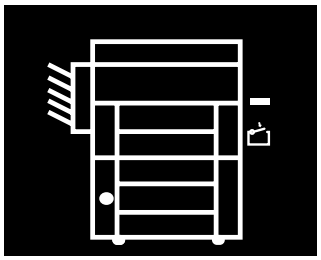
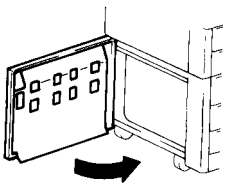
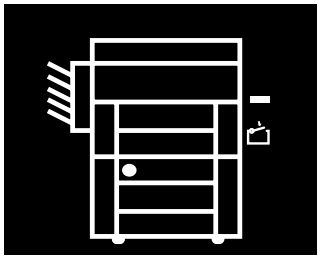
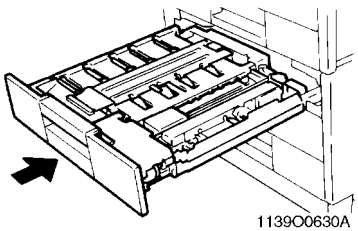
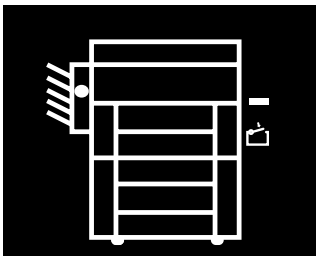
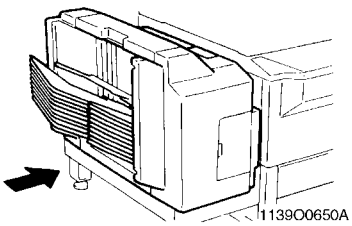


1151O074DA

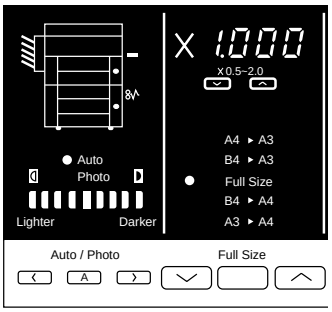
The Closure Failure Indicator lights up if a copier door or cover is left open, or an option is not attached properly. At this time, the Monitor Display shows the location of the closure failure. You can no longer start a new copy cycle.

Correct the closure failure by following the procedure given below.

Monitor Display	Check Location
 1151O063AA	Check that the Front Door is closed.  1139O0570A
 1139O4000A	Check the Automatic/Duplexing Document Feeder. 1139O0600A  1151O028AA
 1139O3230A	Check that the Right Door is closed.  1139O2100A

Monitor Display	Check Location
 1139O4010A	Check that the Left Door is closed.  1139O0610A
 1139O4020A	Check that the Lower Right Door is closed.  1139O0620A
 1139O4030A	Check that the Lower Left Door is closed.  1139O0640A
 1139O4040A	Check that the Duplex Unit is locked into position.  1139O0630A
 1139O4050A	Check that the Sorter or Staple Sorter is in position.  1139O0650A

5. When the Misfeed Indicator Lights Up



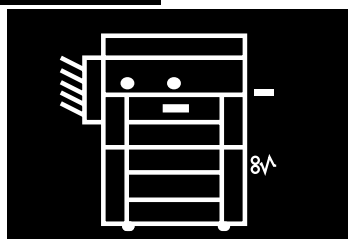
1151O075DA

If a paper misfeed occurs during a copy cycle, that copy cycle stops. At this time, the Misfeed Indicator lights up, the Monitor Display shows the location and you cannot start any new copy cycle.

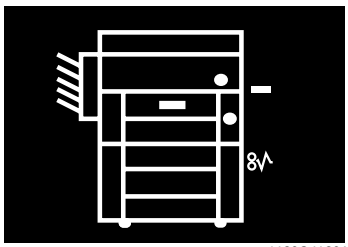
Misfeed Indicator and Monitor Display

Check the Monitor Display for the location of the misfeed and clear the misfed sheet of paper according to the procedure given for each location.

Copier ⇨ p. 69

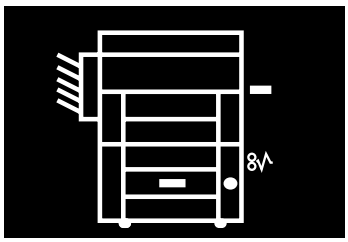


1139O4120A



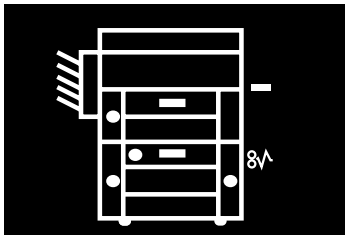
1139O4130A

Paper Feed Cabinet ⇨ p. 72



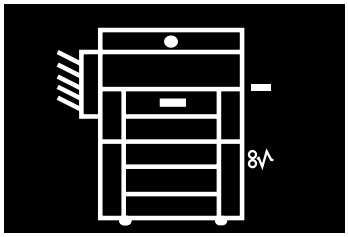
1139O4100A

Duplex Unit ⇨ p. 73



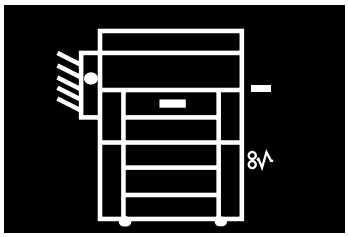
1139O4080A

Automatic/Duplexing Document Feeder ⇨ p. 74



1139O4110A

Sorter/Staple Sorter ⇨ p. 76



1139O4090A

There is a misfeed at that location where the red indicator (●) is blinking. There might be a sheet of paper stopped at that location where the red indicator (●) lights up.

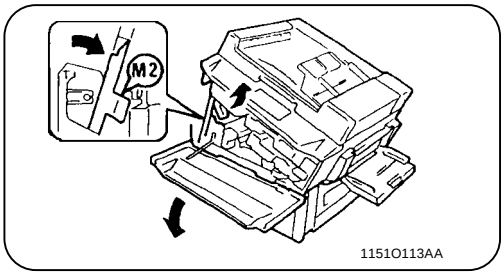
Misfeed Clearing Procedures

Copier (Fusing/Transport Section)

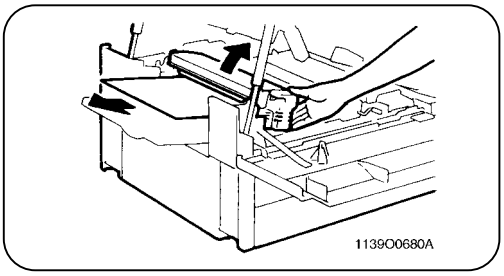
NOTE

Be careful not to touch the areas marked with ⚠ *High Voltage* *and* ⚠ *Caution: HOT* *with bare hands.*

1 Open the Front Door. Turn the Lock Release Lever counterclockwise to unlock and swing up the Upper Half of the copier. Then lock Stopper (M2) .



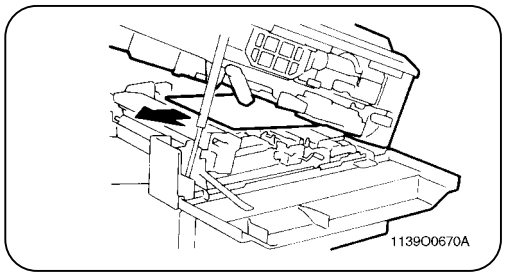
2 Holding up the Fusing Unit, pull out the sheet of paper in the direction of the arrow.



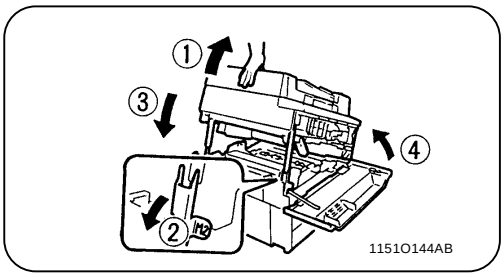
⚠ CAUTION : HOT

The Fusing Unit and its surrounding areas may be extremely hot. DO NOT touch any part except the Fusing Unit Handle (yellow).

3 Remove any sheet of paper from the Transport Section.

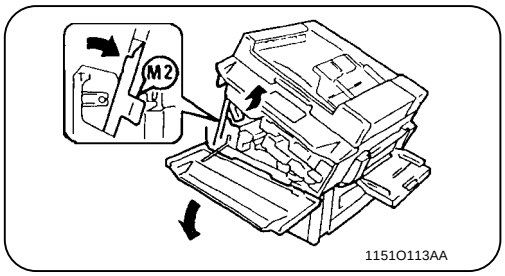


4 Slightly lift up the Upper Half of the copier and unlock Stopper (M2) . Gently swing down and lock the Upper Half of the copier. Then, close the Front Door.

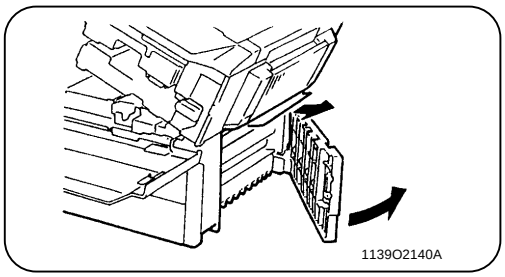


Copier (Paper Take-Up Section)

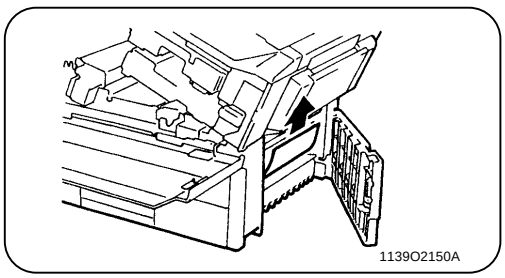
1 Open the Front Door. Turn the Lock Release Lever counterclockwise to unlock and swing up the Upper Half of the copier.Then lock Stopper(M2) .



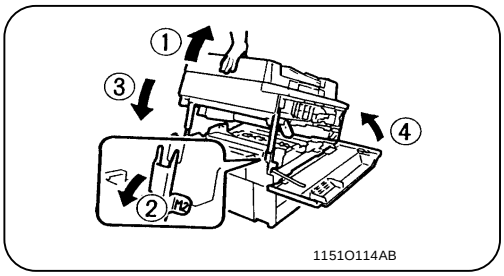
2 Open the Right Door and pull out the sheet of paper from the Multi Bypass Port.



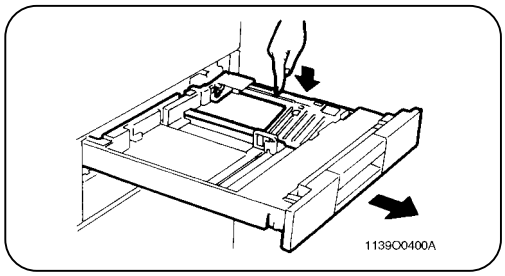
3 Pull out the sheet of paper from the Paper Take-Up Section and close the Right Door.



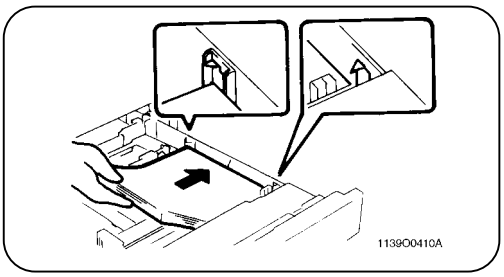
4 Slightly lift up the Upper Half of the copier and unlock Stopper(M2) . Gently swing down and lock the Upper Half of the copier. Then, close the Front Door.



5 Slide out the Drawer and unload the paper from the Drawer. Next, push down the Paper Lifting Plate.



6 Fan the paper and reload it.



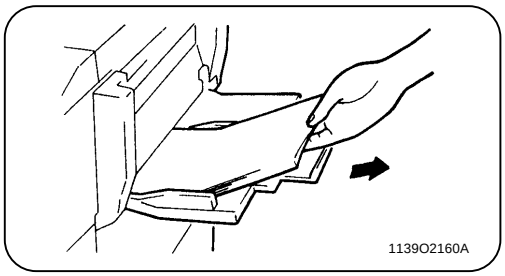
NOTE

Make sure that the paper stack rests under the two catches of the Drawer.

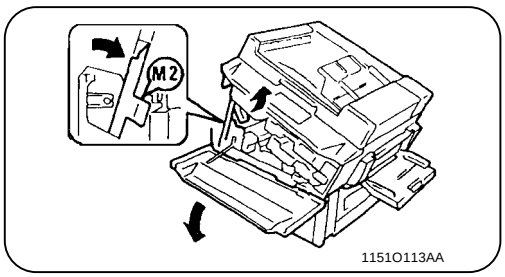
7 Gently slide the Drawer back in.

Copier (Multi Bypass Section)

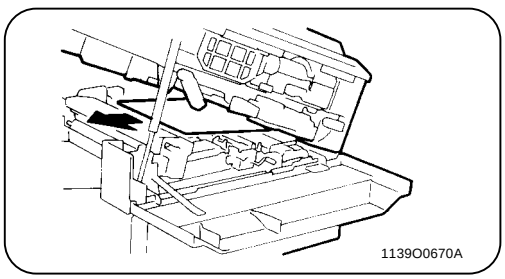
1 Unload the stack of paper from the Multi Bypass Tray.



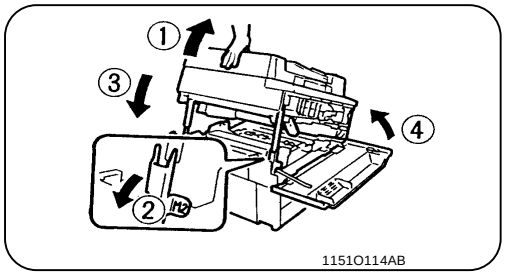
2 Open the Front Door. Turn the Lock Release Lever counterclockwise to unlock and swing up the Upper Half of the copier.Then lock Stopper (M2) .



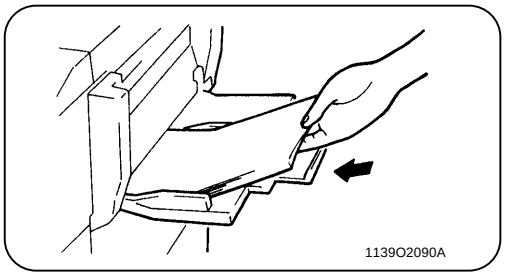
3 Remove any sheet of paper from the Transport Section.



4 Slightly lift up the Upper Half of the copier and unlock Stopper (M2) . Gently swing down and lock the Upper Half of the copier. Then, close the Front Door.



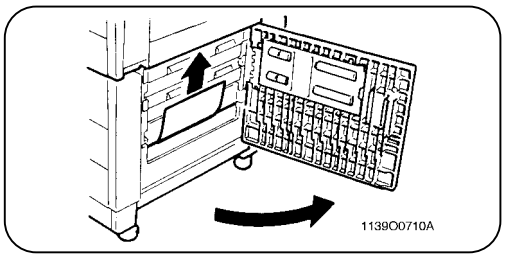
5 Fan the paper thoroughly. Reload the paper stack onto the Multi Bypass Tray.



5. When the Misfeed Indicator Lights Up

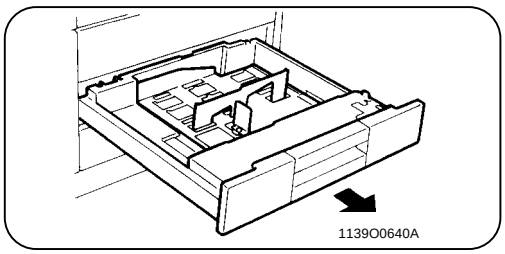
Paper Feed Cabinet (PF-204)

1 Open the Lower Right Door and pull out the sheet of paper.

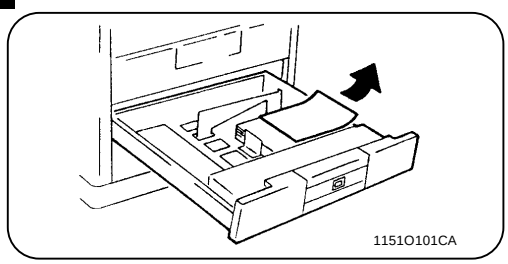


2 Close the Lower Right Door.

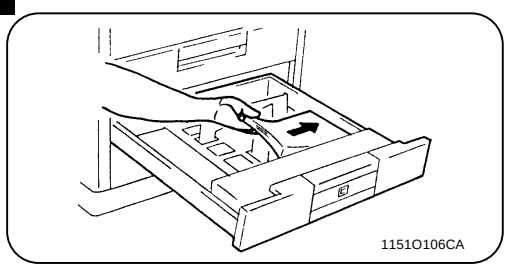
3 Slide the Drawer out of the copier.



4 Unload the paper from the Drawer.



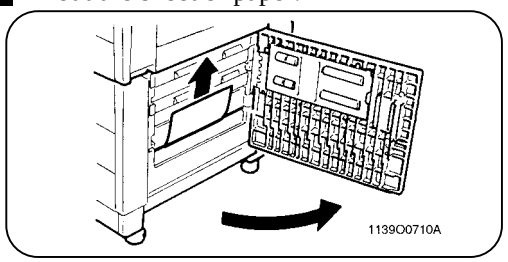
5 Fan the paper thoroughly and reload it.



6 Slide the Drawer back in.

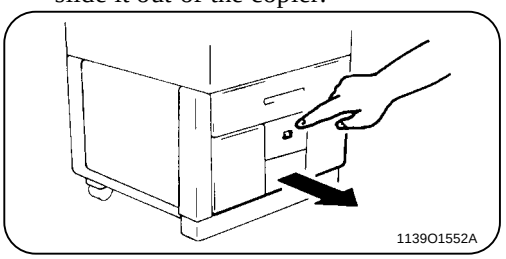
Paper Feed Cabinet (PF-104)

1 Open the Lower Right Door and pull out the sheet of paper.

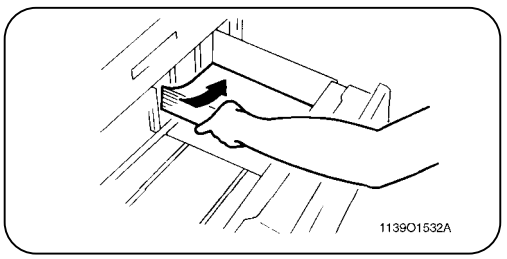


2 Close the Lower Right Door.

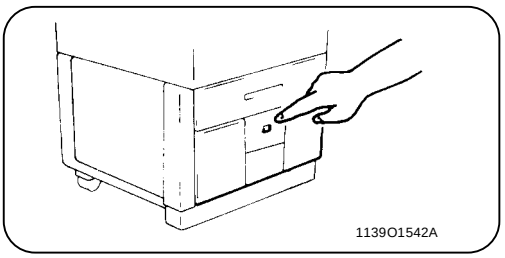
3 Press the Paper Descent Key. This releases the Drawer, allowing you to slide it out of the copier.



4 Unload the paper from the Drawer. Fan the paper thoroughly and reload it.

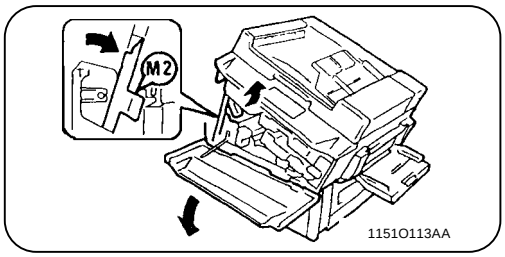


5 Slide the Drawer back in and press the Paper Descent Key.

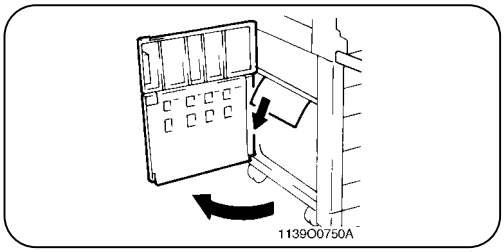


Duplex Unit

1 Open the Front Door. Turn the Lock Release Lever counterclockwise to unlock and swing up the Upper Half of the copier. Then lock Stopper (M2) .

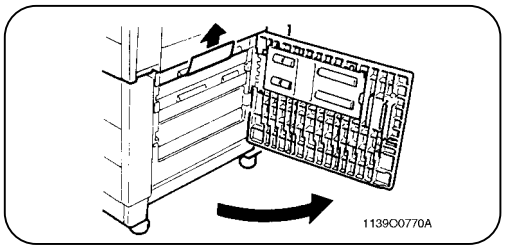


2 Open the Left Door and Lower Left Door. Pull out the sheet of paper from the Transport Section.



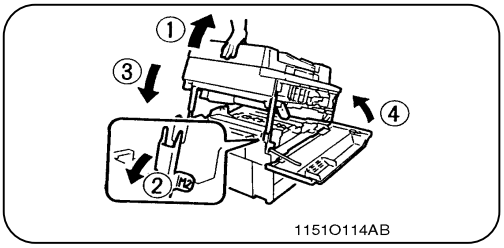
3 Close the Left Door and Lower Left Door.

4 Open the Lower Right Door and pull out the sheet of paper from the Transport Section.

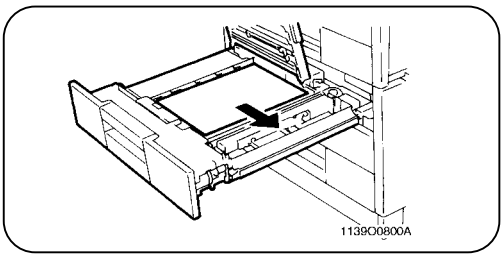


5 Close the Lower Right Door.

6 Slightly lift up the Upper Half of the copier and unlock Stopper (M2) . Gently swing down and lock the Upper Half of the copier. Then, close the Front Door.

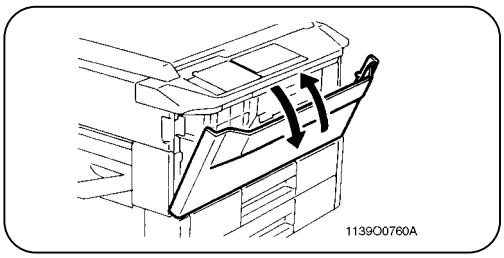


7 Slide out the Duplex Unit and open Misfeed Removal Guide Plate (D). Pull out the sheet of paper from the Duplex Unit.



8 Securely close Misfeed Removal Guide Plate (D) and slide the Duplex Unit back into the copier.

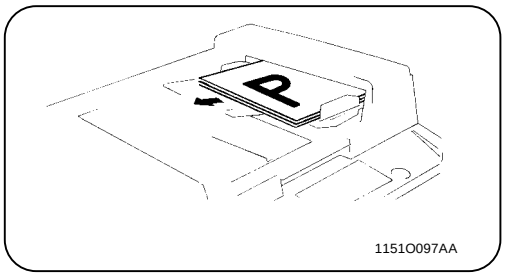
9 Open and close the Front Door to reset the Misfeed Indicator on the control panel.



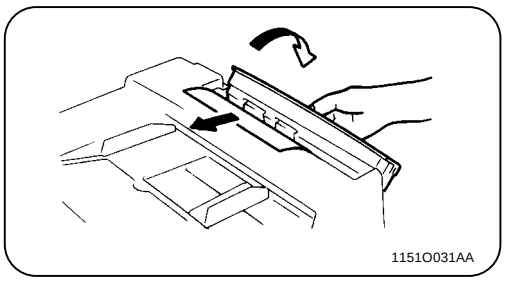
5. When the Misfeed Indicator Lights Up

Duplexing Document Feeder

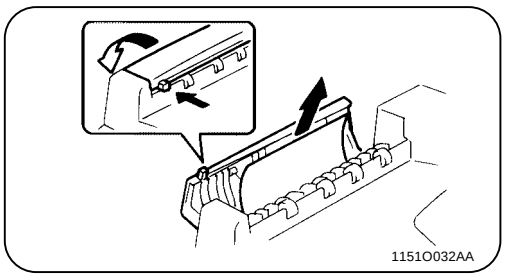
1 Remove the original stack from the Document Feed Tray.



2 Swing open Document Feed Unit Door (F1) and gently pull out the original.

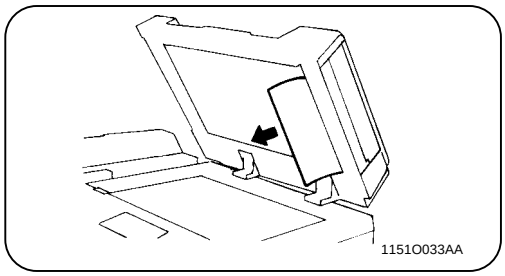


3 Holding down the Lock Release Key, swing open Document Turnover/Exit Unit Door (F2) and carefully pull out the original from the Exit Unit.

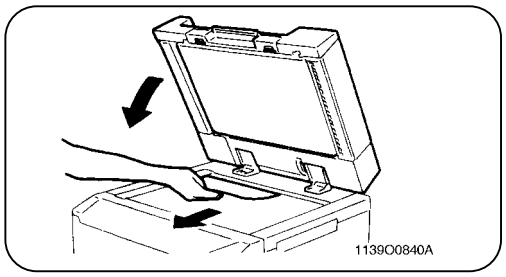


4 Close (F1) and (F2).

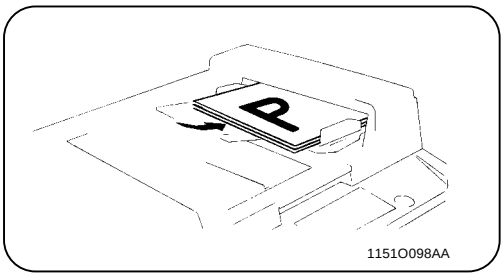
5 Raise the Duplexing Document Feeder. Opening the Document Turnover/Feed Unit Guide Plate, gently pull out the original from the Unit.



6 Remove the original from the Original Glass and lower the Duplexing Document Feeder.

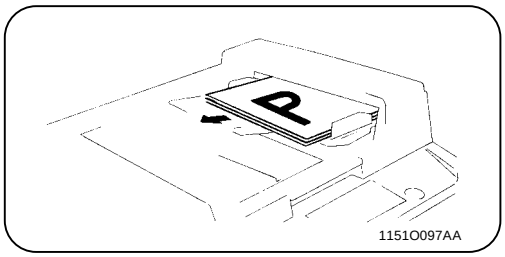


7 Return the number of originals indicated on the Display at the back of the original stack removed in step 1 and reload it onto the Document Feed Tray.
Example : Return two originals.

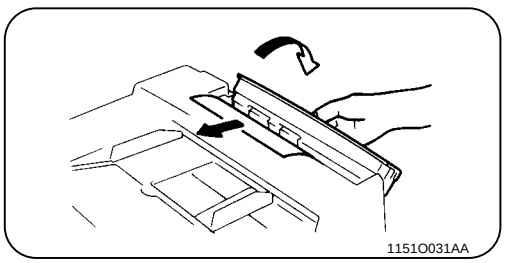


Automatic Document Feeder

1 Remove the original stack from the Document Feed Tray.

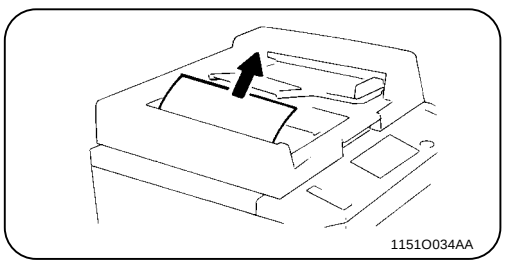


2 Swing open Document Feed Unit Door (F1), and gently pull out the original.

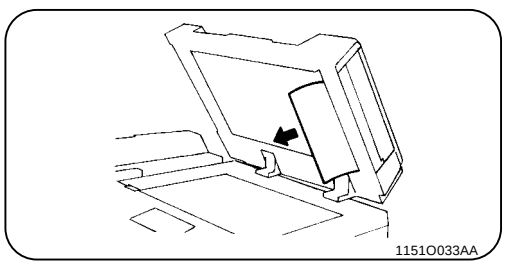


3 Close (F1).

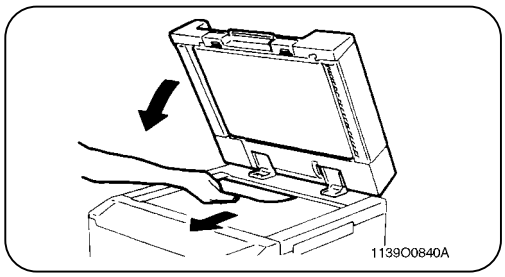
4 Carefully pull out the original from the Document Exit Unit.



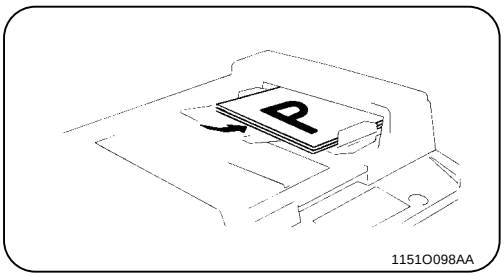
5 Raise the Automatic Document Feeder. Opening the Document Feed Unit Guide Plate, gently pull out the original from the Unit.



6 Remove the original from the Original Glass and lower the Automatic Document Feeder.



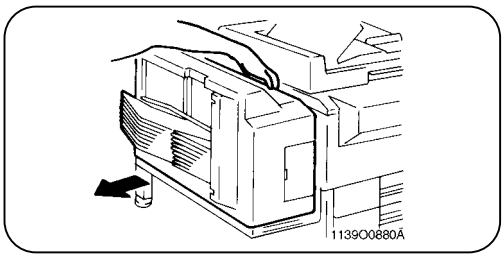
7 Return the number of originals indicated on the Display at the back of the original stack removed in step 1 and reload it onto the Document Feed Tray.
Example ADF -2 : Return two originals.



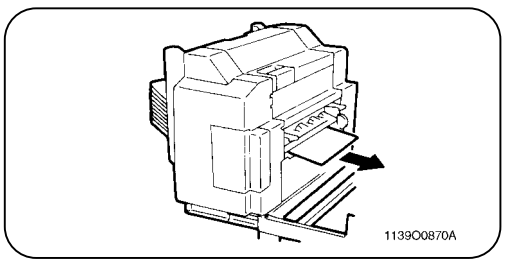
5. When the Misfeed Indicator Lights Up

Sorter/Staple Sorter

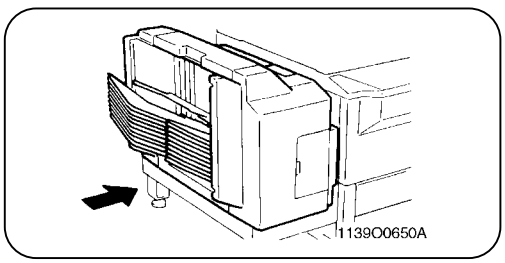
1 Holding the Lock Release Lever, slide the Sorter/Staple Sorter away from the copier.



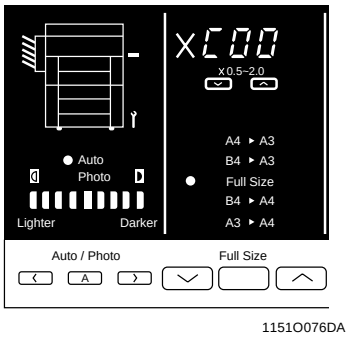
2 Pull out the copy from the Transport Section.



3 Slide the Sorter/Staple Sorter back to the copier.



6. When the Call-Tech.-Rep. Indicator Lights Up



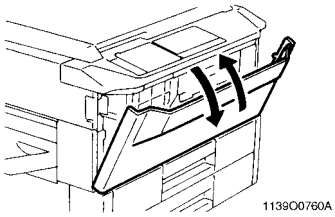
1151O076DA

When a malfunction occurs in the copier, the Call-Tech.-Rep. Indicator lights up and the corresponding malfunction code appears across the Zoom Ratio Indicator and Multi-Copy Display. At this time, the Start Key turns to orange and you cannot start a new copy cycle.

Try to clear the Call-Tech.-Rep. Indicator by following the instructions below.

Resetting the Call-Tech.-Rep. Indicator

1 Open the Front Door, then close it. This will reset the Call-Tech.-Rep. Indicator.



1139O0760A

NOTE

Carry out this procedure with the Power Switch turned ON.

◆If the Call-Tech.-Rep. Indicator lights up again, call your Technical Representative immediately.

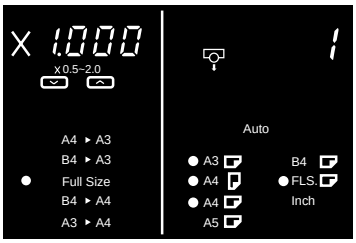
NOTES

- *When calling your Technical Representative, give him or her the malfunction code shown across the Zoom Ratio Indicator and Multi-Copy Display.*
  <Example> Malfunction Code: C0010

1151O066AA

- *After calling your Technical Representative, turn OFF the Power Switch and unplug the power cord.*

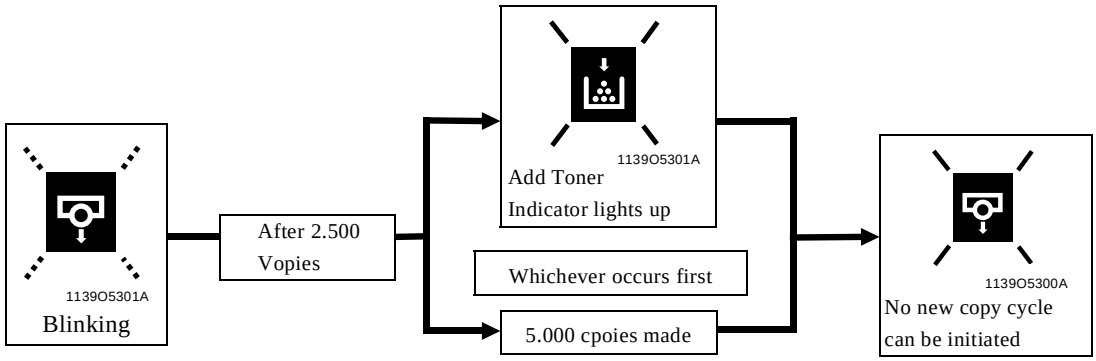
7. When the I. U. Service Life Indicator Light Up



1151O100DA

When time is about to come when the Imaging Unit needs replacement, the I. U. Service Life Indicator starts blinking to prompt you to replace it with a new one.
Replace the Imaging Unit by following the procedure given below.

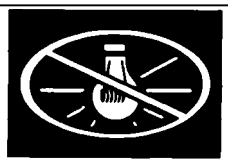
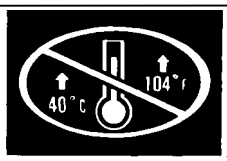
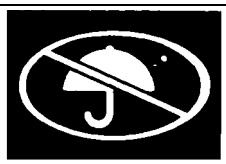
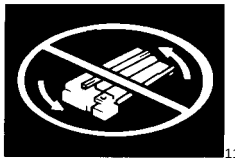
When 2,500 more copies are made with Add Toner Indicator lighting up, or 7,500 more copies are made, after the I. U. Service Life Indicator has started blinking, the I. U. Service Life Indicator lights up steadily and the copier inhibits the initiation of a new copy cycle. See the diagram below.



Useful Tip

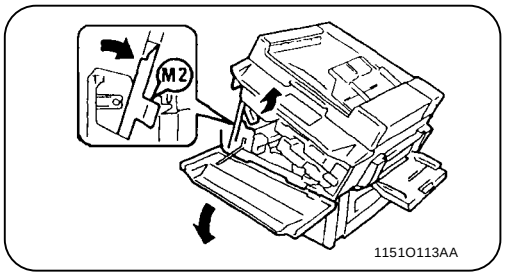
Replace the Imaging Unit as soon as possible once the I. U. Service Life Indicator has started blinking.

Precautions for Handling

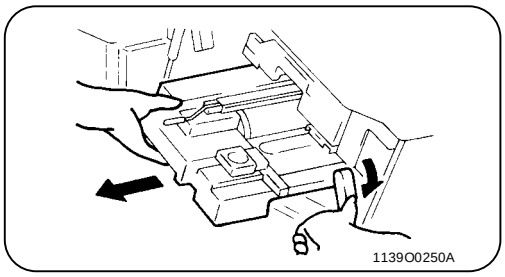
 1139O6032A	• Do not leave the I. U. in a bright place.
 1139O6042A	• Do not store th I. U. in a hot place of 40°C (104°F) or more.
 1139O6052A	• Do not store the I. U. in a humid place or subject to water splash.
 1139O6062A	• Do not store the I. U. upside down or titled. Do not subject the I. U. to vibration.

Remove the I. U. from copier

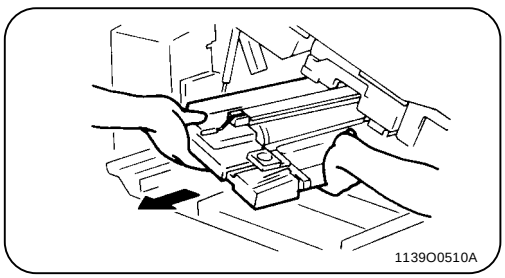
1 Open the Front Door. Turn the Lock Release Lever counterclockwise to unlock and swing up the Upper Half ofthe copier. Then lock Stopper(M2).



2 Turn the I. U. Lock Release Lever and, while holding it down, pull the I. U. halfway out from the copier.



3 Firmly grasp the I. U. with both hands and pull it all the way out of the copier.

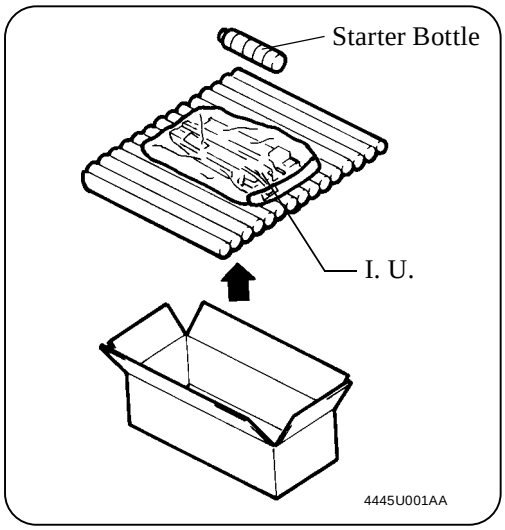


Unpacking / Setting up the I. U.

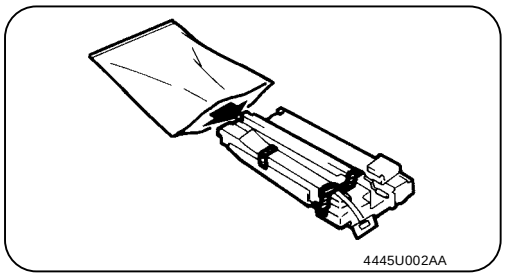
1 Peel off the piece of tape and open the Carton Box.

Take the Starter Bottle out from the Carton Box.

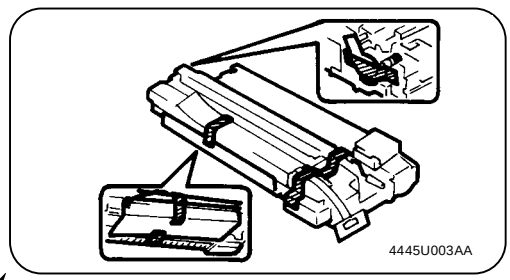
Take the I. U. with its bag out of the Carton Box.



2 Take the I. U. out of the bag.

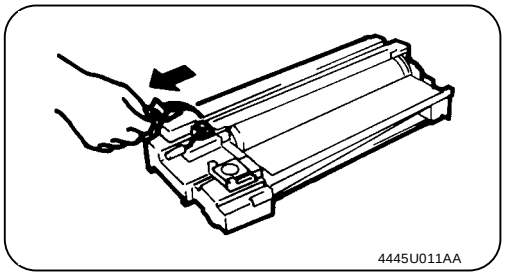


3 Peel off the three pieces of tape and packing materials.

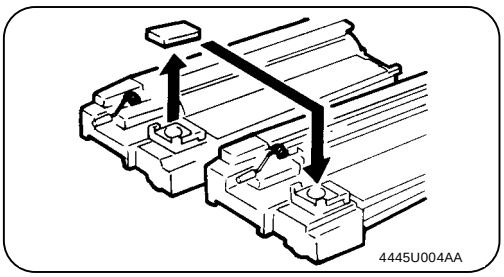


7. When the I. U. Service Life Indicator Lights Up

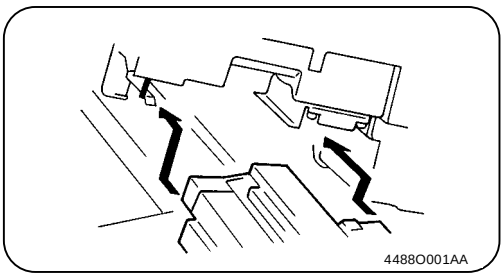
4 Carefully pull the polyester tape from the I. U..



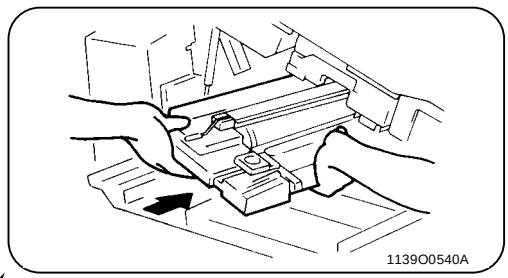
5 Remove the Cap from the I. U. and re-fit it to the used I. U. as shown in the illustration.



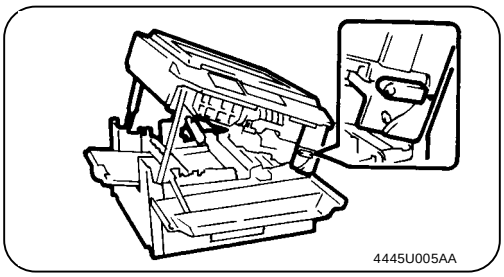
6 Align the I. U. with the Rails in the copier.



7 Slide the I. U. all the way into the copier.



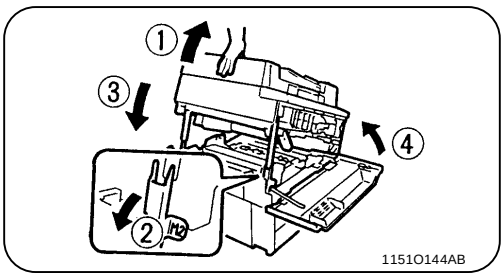
8 Be sure to push the I. U. into the locked position until a click is heard. Then, check to see the position of Lock Release Lever, as shown in the illustration.



NOTE

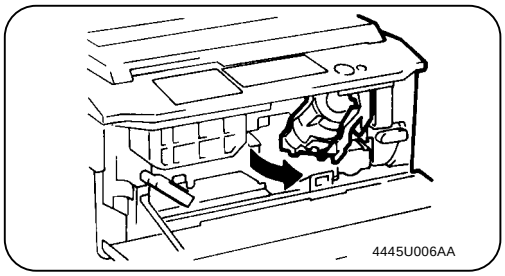
An improperly installed I. U. could be a cause of copier malfunction.

9 Slightly lift up the Upper Half of thecopier and unlock Stopper (M2). Gently swing down and lock the Upper Half of the copier. Then, close the Front Door.

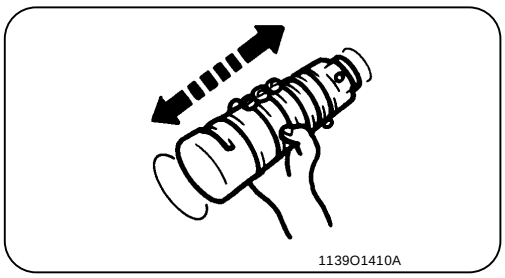


Charging the Copier with Starter and Toner

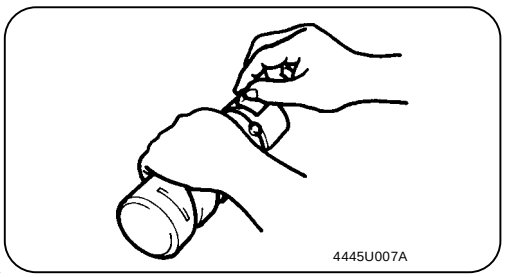
1 Swing out the Bottle Holder.



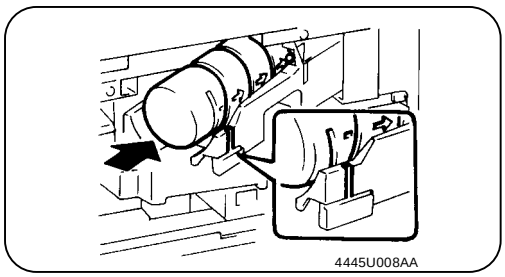
2 Hold the Starter Bottle so that its tab is on the upper side, shake it well.



3 Peel off the tape from the Starter Bottle.



4 Align the ⇨ markings on the Starter Bottle with the upper side of the Bottle Holder and slide the Bottle into position.

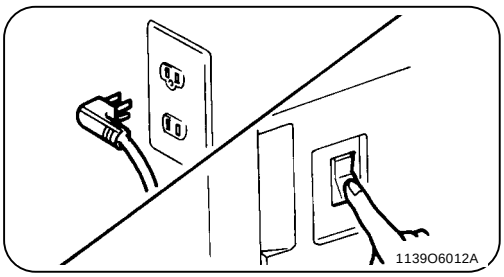


NOTE

Insert the Bottle all the way into the copier until the ▯ marking on the Bottle is aligned with the ▯ marking on the Bottle Holder.

5 Then, swing in the Bottle Holder until it locks into position.
Close the Front Door.

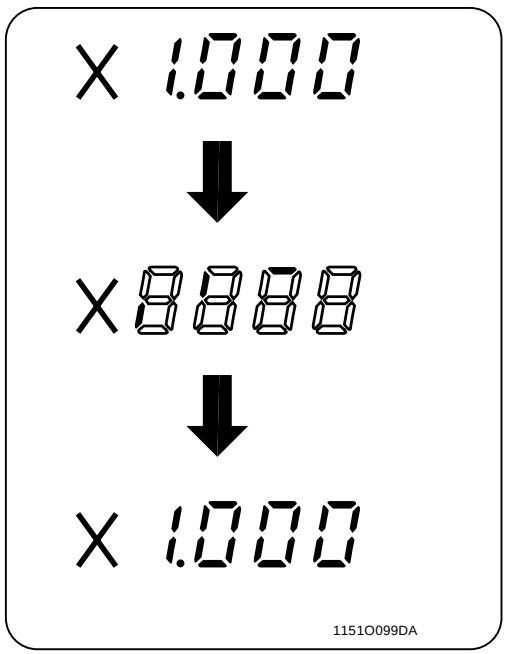
6 Plug the Power Cord into the Wall Outlet and turn ON the Power Switch. This with cause the wait indicator to be shown on the control panel.



7 The copier automatically start the charging cycle for approximately 5 minutes.

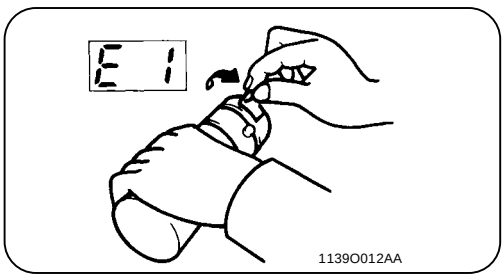
During this cycles, do not open the Front Door.

During this cycle, six segments of the ones digit LED on the Magnification Ratio Indicator forming a "0" light up and go out one after another, indicating that the copier is being charged with starter.
When the copier has been completely charged with Starter, the indication on the Magnification Ratio Indicator changes to "100" and the cycle stops.

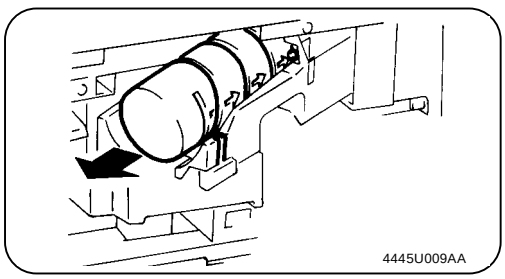


8 If "E1" or "E2" is indicated on the Magnification Ratio Indicator, the tape has not been removed from the Starter Bottle. Swing down the Front Door and remove the tape and perform the starter charging procedure again.

If "E1" or "E2" is indicated again call your Technical Representative.

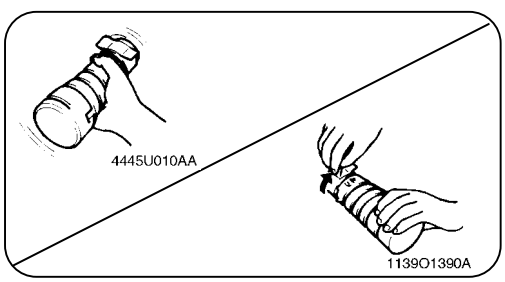


9 Swing down the Front Door, swing out the Bottle Holder, and remove the Starter Bottle.

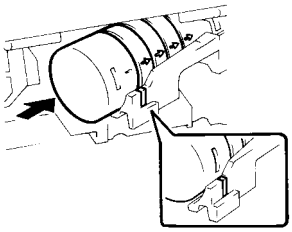


10 Hold the Toner Bottle so that its tab is on the upper side, shake it well, and peel off the tape.

Once the tape has been removed, hold the Bottle so that its Toner Port faces up.



11 Align the ⇨ markings on the Toner Bottle with the upper side of the Bottle Holder and slide the Bottle into position.

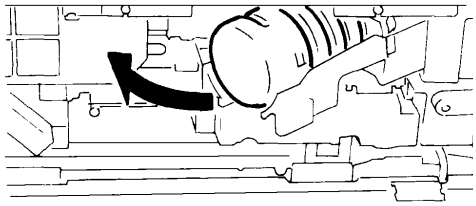


1139O1420A

NOTE

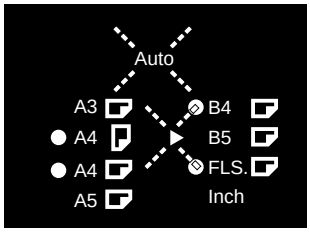
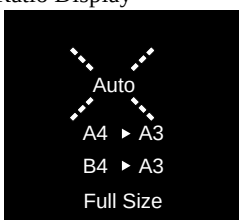
Insert the Bottle all the way into the copier until the ▯ marking on the Bottle is aligned with the ▯ marking on the Bottle Holder.

12 Then, swing in the Bottle Holder until it locks into position and close the Front Door.



1139O1400A

8. Quick Reference for Other Indicators

Indicator	Copier State	Action
Wait Indicator 1139O3260A	The copier is warming up. A copy cycle cannot be initiated while the Wait Indicator remains lit.	Wait until the Wait Indicator goes out and the Start Key turns green.
Remove Copies Indicator 1139O3400A	There is a copy or copies left in the Sorter Bin(s).	Remove the copy or copies from the Sorter Bin(s).
Paper Size Display  1139O0262A	No Drawers contain paper of the right size to run a copy cycle in the Auto Paper mode.	Load the right size paper into a Drawer or select the appropriate copy paper.
Zoom Ratio Display  1139O5452A	The zoom ratio calculated based on the original size and copy paper size is outside the range between ×0.500 and ×2.000 to run a copy cycle in the Auto Size mode.	Cancel the Auto Size mode and select the appropriate zoom ratio.
Multi-Copy Display 1139O4990A	You have entered 51 or more for the number of copies to be made in a 2-sided copying cycle.	If you press the Start Key, the copier starts the copy cycle to make only 50 copies.

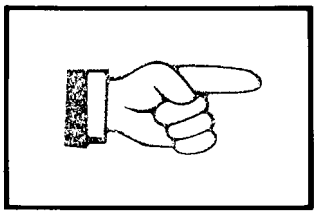
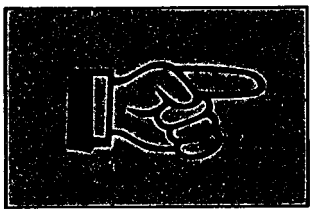
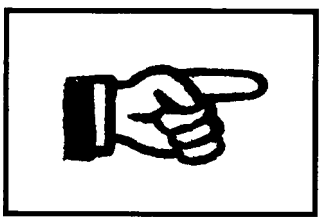
Chapter 6
Troubleshooting

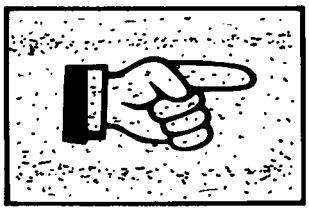
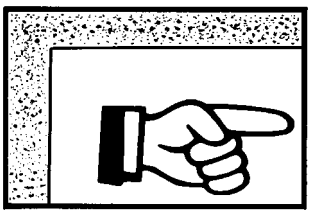
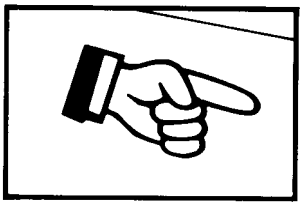
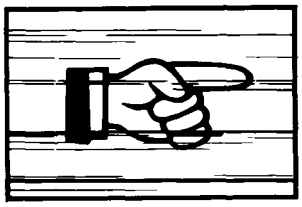
This chapter gives you instructions on how to troubleshoot copier malfunctions.

1. When this Type of Copy is Produced p. 86
- *The image is too light*
- *The image is too dark*
- *The copy is blurry*
- *The copy has dark specks or spots*
- *The edge of the copy is dirty*
- *The image on the copy is not aligned properly*
- *The copy has lines*

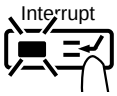
2. The Copier is not functioning as designed p. 88
- *The Control Panel shows nothing*
- *No copies are fed out when the Start Key is pressed*
- *Control Panel Keys do not respond*
- *The Copier is not activated when the Power Switch is turned ON*

1. When This Type of Copy is Produced

Symptom	Possible Cause	Action
The image is too light.  1074O108	The exposure level for the Auto Exposure Mode is set at one of the "Light" levels.	Change the setting of the User's Choice (Exposure Priority). ⇨ p. 54 Cancel the Auto Exposure Mode and select the Manual Exposure Mode to adjust the exposure level to obtain a darker image. ⇨ p . 34
	The manual exposure level is set on the lighter side.	Press the Exposure Control Key as necessary to obtain a darker image. ⇨ p. 34
	You have been making copies from a photo or an original with a large dark area.	The copier needs more toner. Replenish toner by using the Toner Replenisher Function. ⇨ p. 51
	The Toner has just been replenished.	The copier needs more toner. Replenish toner by using the Toner Replenisher Function . ⇨ p. 51
	The Add Toner Indicator is lit up on the Control Panel.	Replace the Toner Bottle with a new one. ⇨ p. 63
	The paper is damp.	Replace the paper. ⇨ p. 60
The image is too dark.  1074O109	The exposure level for the Auto Exposure Mode is set at one of the "Dark" levels.	Change the setting of the User's Choice (Exposure Priority). ⇨ p. 54 Cancel the Auto Exposure Mode and select the Manual Exposure Mode to adjust the exposure level to obtain a lighter image. ⇨ p. 34
	The manual exposure level is set on the darker side.	Press the Exposure Control Key as necessary to obtain a lighter image. ⇨ p. 34
	The entire surface of the Original Glass is dirty.	Wipe the Original Glass clean with a soft dry cloth. ⇨ p. 94
	The original is not held tightly against the Original Glass.	Place the original in position so that it is held tightly against the Original Glass.
The copy is blurry.  1074O110	The paper is damp.	Replace the paper.

Symptom	Possible Cause	Action
The copy has dark specks or spots.  1074O111	The Original Glass is dirty.	Wipe the Original Glass clean with a soft dry cloth. ⇨ p. 94
	The Original Pad or Document Feed Belt is dirty.	Wipe the Original Pad or Document Feed Belt clean with a soft cloth dampened with mild detergent. ⇨ pp. 94, 95
	The original is very thin or highly transparent.	Place a blank sheet of paper over the original. ⇨ p. 22
	The information on the back side of a two-sided, thin original may be slightly reproduced on the copy.	Set the copier into the Manual Exposure Mode and make the exposure level lighter. ⇨ p. 34
The edge of the copy is dirty.  1074O112	The Original Pad or Document Feed Belt is dirty.	Wipe the Original Pad or Document Feed Belt clean with a soft cloth dampened with mild detergent. ⇨ pp. 94, 95
	You have selected a paper size larger than the original. (Zoom Ratio is set at full size 100%.)	Select the same copy paper size as the original. ⇨ p. 30 Or, use the Auto Size Mode to enlarge the copy to the appropriate size. ⇨ p. 32
	The original is not placed in the correct position. (Zoom Ratio is set at full size 100%.)	Select the paper drawer that is loaded in the same direction as the original. ⇨ p. 30 Or, reload the paper in the same direction as the original.
	The reduction ratio selected is not in accord with the copy paper size. (When doing manual reduction copying.)	Select the zoom ratio according to the copy paper size. ⇨ p. 32 Or, use the Auto Size Mode to reduce the copy to the appropriate size. ⇨ p. 32
The image on the copy is not aligned properly.  1074O113	The original is not placed in the correct position.	Place the original correctly on the Original Glass. ⇨ p. 22 Or, load it onto the Document Feeder correctly along the Document Guide Plates. ⇨ p. 25
	The originals may not be suitable for use in the Document Feeder.	Raise the Document Feeder and place the originals on the Original Glass one at a time. ⇨ p. 22
The copy has lines.  1139O1670A	The Corona Units are dirty.	Using the Corona Unit Cleaning Levers, clean the Corona Units. ⇨ p. 95

2. The Copier is not functioning as designed

Symptom	Check for:	Action
The Control Panel shows nothing.	Is only the Start Key lit up green?	The copier is in the Energy Saver Mode. Press any key on the Control Panel to cancel the Energy Saver Mode. ➪ p. 17
	The copier is in the Auto Shut OFF Mode. ➪ p. 16	Turn the Power Switch ON.
No copies are fed out when the Start Key is pressed.	The Wait Indicator is lit up.	The copier was just turned ON and is warming up. Please wait.
	The Warning Indicator is lit up.	Check the Control Panel and take action according to the particular Indicator. ➪ p. 59
Control Panel Keys do not respond.	The Interrupt Key LED is lit up.  1139O2602A	The copier is in the interrupt mode. Press the Interrupt Key to cancel the interrupt mode. ➪ p. 16
The copier is not activated when the Power Switch is turned ON.	The power cord is left unplugged from the power outlet.	Plug the power cord into the power outlet.
	The room circuit breaker is open.	Close the room circuit breaker.

* If these procedures do not correct the problem, turn OFF the Power Switch, unplug the power cord from the power outlet and contact your Technical Representative.

Chapter 7

Miscellaneous

This chapter gives complete specifications of the copier system and options, plus care and reference information to facilitate your use of the copier.

1. Specifications p. 90
- *Copier*
- *Duplexing Document Feeder*
- *Automatic Document Feeder*
- *Sorter*
- *Staple Sorter*
- *Paper Feed Cabinet*
- *Duplex Unit*

2. Care of the Copier p. 94
- *Cleaning*

3. Function Combination Matrix p. 96
4. Description of Copy Paper Size and Zoom Ratio Table p. 98
5. Index p. 99

1. Specifications

Copier EP2010

Type	Desk Top Copier
Platen Type	Stationary
Photoconductor	OPC
Copying System	Electrostatic Dry Powdered Image Transfer to Plain Paper
Developing System	Micro-Toning System
Fusing System	Lamp-Heated Roller
Types of Original	Sheets, Books, and other three-dimensional objects Maximum Original Size : A3 Lengthwise Maximum Original Weight : 3kg.
Kinds of Paper	Plain paper (60g/m^2 to 90g/m^2) Recycled paper Special paper (Multi Bypass Tray only) Thick paper (90g/m^2 to 157g/m^2), Transparencies, Translucent paper
Copy Paper Size	First Drawer A3L, B4L, A4L, A4C, B5C, A5L, FoolscapL(203×330mm, 216×330mm, 210×330mm) (When the Marketing Area Switch is flipped to "Inch") 11"×17"L, LegalL (8-1/2"×14"), LetterL, 8-1/4"×13"L, 8"×13"L, 8-1/2"×13"L, 5-1/2"×8-1/2"L 2nd Drawer A3L, B4L, A4L, A4C, A5L, FoolscapL 254mm×203mmC, 203mm×330mmL, 210mm×280mmL, 216mm×297mmL, 297mm×216mmC, 216mm×320mmL, 220mm×280mmL, 297mm×430mmL, 210mm×330mmL Multi Bypass Tray Crosswise : 100mm to 297mm Lengthwise : 140mm to 432mm
Paper Feeding System	First Drawer : 250 sheets 2nd Drawer : 250 sheets Multi Bypass Tray : 50 sheets (21-1/4 lbs .) : 20 sheets (Recycled paper or Special Paper)
Warm-up Time	30 seconds or less
First Copy	A4C = 7.2 seconds or less (in Full Size Mode using First Copier Drawer)
Copy Speed (Approx. copies/minute)	Full size (×1.000) A3L : 12 B4L : 13 A4L : 16 A4C : 21
Magnification Ratios	Fixed ratios Full size: 1:1 ±0.005 Reduction ratios: ×0.500, ×0.707, ×0.816 Enlargement ratios: ×1.154, ×1.414, ×2.000 Zoom ratios: From ×0.500 to ×2.000 in ×0.001 increments
Multiple Copies	Up to 99 copies (count-down system)
Exposure Control	Auto Exposure Mode, Manual Exposure Mode and Photo Mode
Lost Image	1-sided copy in the full size mode Leading edge: 3 mm (approx. 1/8") Trailing edge: 3 mm (approx. 1/8") Front edge : 1 mm (approx. 1/25")
Power Requirements	AC 110V, 115V, 120V, 127V, 200V-240V; 50/60Hz
Power Consumption	1.3 kW (Max.)
Dimensions	Width : 650mm (Excluding Copy Tray) Depth : 633mm Height : 480mm (Including Original Cover)
Weight	57.5 kg (Excluding Copy Tray, Starter, Toner, Copy Paper)

Duplexing Document Feeder AFR-12

Document Feeding System	Standard Mode : 1-sided original, 2-sided original, 2-in-1, Single Feeding Mixed Original Detection Mode: 1-sided Mixed Original Detection 2-sided Mixed Original Detection Lightweight Original Mode
Kinds of Original	Plain paper
Original Weight	1-sided original Mode, 2-in-1 Mode : 50g/m^2 to 110g/m^2 2-sided original Mode : 60g/m^2 to 90g/m^2. Single Feeding Mode : 35g/m^2 to 200g/m^2. Lightweight Original Mode : 40g/m^2 to 110g/m^2
Original Size	1-sided/2-sided original Mode: A3L, B4L, A4L, A4C, A5L, 210mm×330mm 2-in-1 Mode : A4C
Capacity of Document Feed Tray	A4 or Smaller : 50 sheets (80g/m^2) A3, B4 : 30 sheets (80g/m^2)
Copy Productivity	100%
First Copy with ADF	A4C = 11 seconds or less
Power Source	DC24V supplied from copier
Power Consumption	48W or less
Dimensions	Width: 610mm Depth: 505mm Height: 125mm
Weight	13 kg

Automatic Document Feeder AF-5

Document Feeding System	Standard Mode : 1-sided original, 2-in-1, Single Feeding Mixed Original Detection Mode: 1-sided Mixed Original Detection Lightweight Original Mode
Kinds of Original	Plain paper
Original Weight	1-sided original Mode, 2-in-1 Mode : 50g/m^2 to 110g/m^2 Mixed original Detection Mode : 60g/m^2 to 90g/m^2 Single Feeding Mode : 35g/m^2 to 200g/m^2 Lightweight Original Mode : 40g/m^2 to 110g/m^2
Original Size	1-sided original Mode: A3L, B4L, A4L, A4C, A5L, 210mm×330mm 2-in-1 Mode : A4C
Capacity of Document Feed Tray	A4 or Smaller : 50 sheets (80g/m^2) A3, B4 : 30 sheets (80g/m^2)
Copy Productivity	100%
First Copy with ADF	A4C = 11 seconds or less
Power Source	DC24V supplied from copier
Power Consumption	48W or less
Dimensions	Width: 587mm Depth: 505mm Height: 125mm
Weight	12 kg

Sorter S-106

No. of Bins	Sort Bins : 10
Modes	Non-Sort Mode, Sort Mode, Group Mode
Kinds of Paper	Non-Sort Mode • Plain paper, Recycled paper • Special Paper Thick paper, Transparencies, Translucent paper Sort Mode, Group Mode • Plain paper, Recycled paper
Paper Size	Non-Sort Mode, Sort Mode, Group Mode : A5L to A3L
Capacity of Bins	Non-Sort Mode • Plain paper, Recycled paper 1st bin : 50 sheets 2nd to 10th bin : 25 sheets / bin • Special Paper 1st bin only : 10 sheets / bin Sort Mode, Group Mode • Plain paper, Recycled paper 1st to 10th bin : 25 sheets / bin
Power Source	DC24V supplied from copier
Power Consumption	72W or less
Dimensions	Width : 400mm Depth : 562m Height : 404mm
Weight	15.8 kg

Staple Sorter ST-104

No. of Bins	Sort Bins : 10
Modes	Non-Sort Mode, Sort Mode, Group Mode, Sort-Staple Mode
Kinds of Paper	Non-Sort Mode • Plain paper, Recycled paper • Special Paper Thick paper, Transparencies, Translucent paper Sort Mode, Group Mode, Sort-Staple Mode • Plain paper, Recycled paper
Paper Size	Non-Sort Mode, Sort Mode, Group Mode : A5L to A3L Sort-Staple Mode : A4L to A3L
Capacity of Bins	Non-Sort Mode • Plain paper, Recycled paper 1st bin : 50 sheets 2nd to 10th bin : 25 sheets / bin • Special Paper 1st bin only : 10 sheets / bin Sort Mode, Group Mode, Sort-Staple Mode • Plain paper, Recycled paper 1st to 10th bin : 25 sheets / bin
Power Source	DC24V supplied from copier
Power Consumption	72W or less
Dimensions	Width : 400mm Depth : 562mm Height : 404mm
Weight	18.1 kg
Accessories	Staple Cartridge, 5,000 staples / cartridge × 1 piece

Paper Feed Cabinet PF-204

Kinds of Paper	Plain paper, Recycled paper : Weighing 60g/m^2 to 90g/m^2
Copy Paper Size	3rd Drawer : A5L to A3L 4th Drawer : 210mm×280mmL to A3L
Paper Feeding System	Automatic feeding from drawer Total Drawer Capacity : 1,000 sheets (500sheets × 2)
Power Source	DC24V supplied from copier
Dimensions	Width : 610mm Depth : 595mm Height : 472mm
Weight	35.2 kg

Paper Feed Cabinet PF-104

Kinds of Paper	Plain paper, Recycled paper : Weighing 60 g/m^2 to 90g/m^2
Copy Paper Size	3rd Drawer : A4C
Paper Feeding System	Automatic feeding from drawer Drawer Capacity : 2,500 sheets (80g/m^2)
Power Source	DC24V supplied from copier
Dimensions	Width : 610mm Depth : 595mm Height : 472mm
Weight	36.5 kg

Paper Feed Cabinet PF-4D

Kinds of Paper	Plain paper, Recycled paper : Weighing 60g/m^2 to 90g/m^2
Copy Paper Size	A5L to A3L
Multiple Copies	2-Sided Copies : 50 sheets
Power Source	DC24V supplied from copier
Dimensions	Width : 610mm Depth : 595mm Height : 472mm
Weight	39.7 kg

Duplex Unit AD-8

Kinds of paper	Plain paper, Recycled paper : Weighing 60g/m^2 to 90g/m^2 Size : A5L to A3L
Capacity	Up to 50 sheets (60g/m^2 to 90g/m^2) Up to 20 sheets (90g/m^2 to 157g/m^2)
Power Source	DC24V supplied from copier
Weight	14.2 kg
Dimensions	Stored in the Paper Feed Cabinet

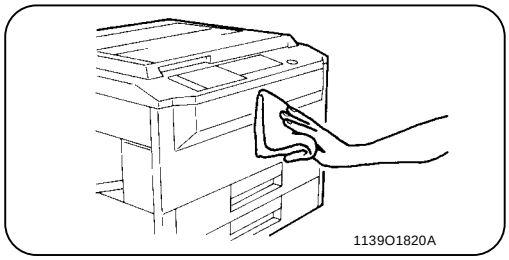
2. Care of the Copier

Cleaning

(Turn OFF the Power Switch of the copier when cleaning.)

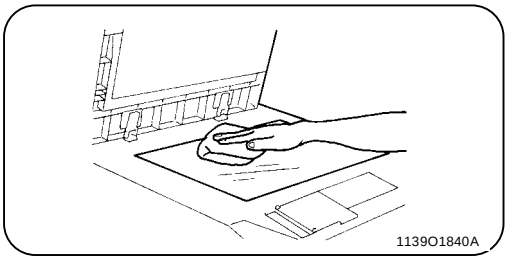
Housing

Wipe the surface of the Housing clean with a soft cloth dampened with mild home detergent.



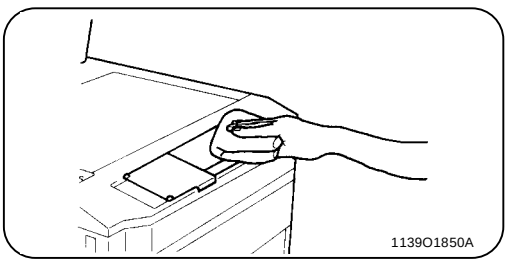
Original Glass

Wipe the surface of the Original Glass clean with a soft, dry cloth.



Control Panel

Wipe the surface of the Control Panel clean with a soft, dry cloth.

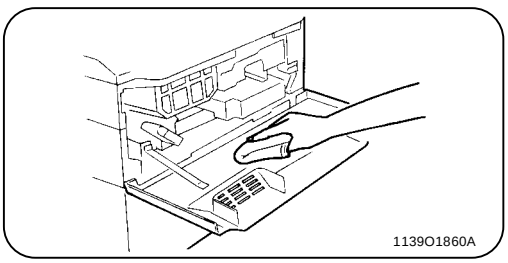


NOTE

NEVER use a glass cleaner or any other detergent to avoid damage to the control panel keys and Display.

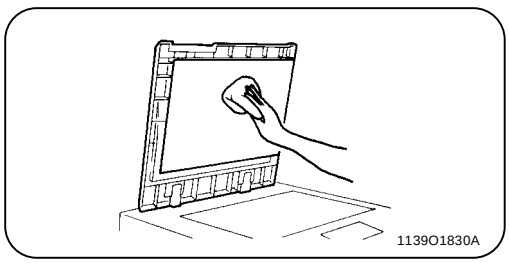
Front Door

Wipe the inside of the Front Door clean with a soft cloth.



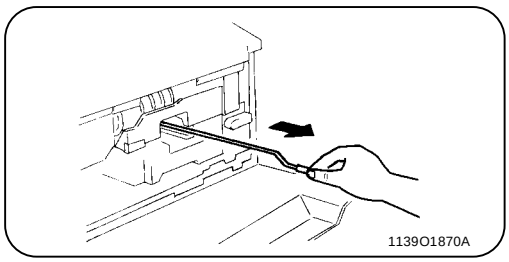
Original Pad

Wipe the surface of the Original Pad clean with a soft cloth dampened with mild home detergent

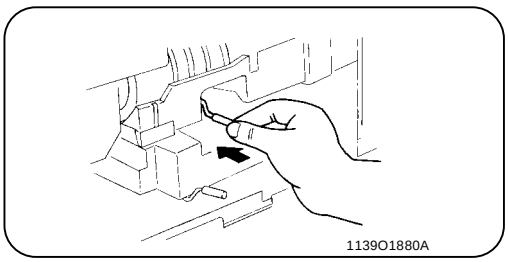


Corona Units

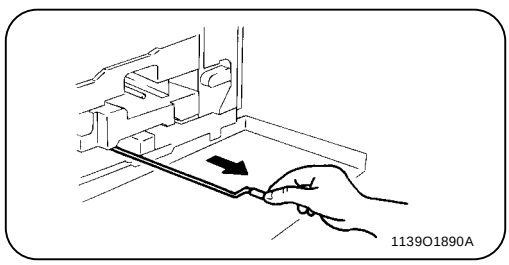
1 Gently slide out the Corona Unit Cleaning Lever (Upper) as far as it goes.



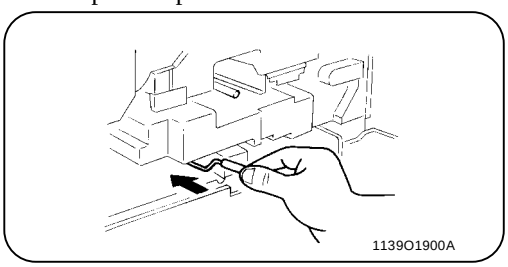
2 Gently slide the Cleaning Lever back into the original position.



3 Gently slide out the Corona Unit Cleaning Lever (Lower) as far as it goes.

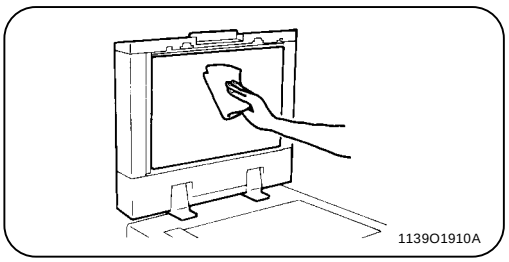


4 Gently slide the Cleaning Lever back into the original position.
Repeat steps 1 to 4 two to three times.

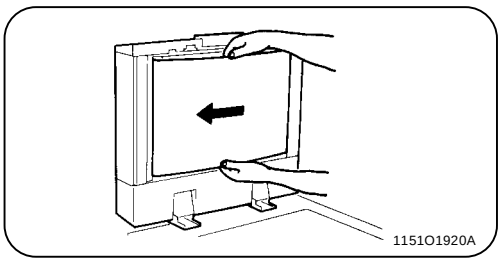


Document Transport Belt

1 Wipe the surface of the Document Transport Belt clean with a soft cloth dampened with mild home detergent.



2 Hold the Document Transport Belt at both edges and pull it to the left to expose a fresh surface.



3 Wipe the fresh surface clean with a soft cloth dampened with mild home detergent.

Repeat these steps until the entire surface of the Belt is wiped clean.

3. Function Combination Matrix

Function Set First / Function Set Last		Orig. ▼ Copy: 1 ▲ 1	Orig. ▼ Copy: Book ▲ 1	Finishing: Non-Sort	Image Density: Auto Exposure	Image Density: Photo Mode	Image Density: Manual Exposure	Paper Size: Auto Paper	Paper Size: Manual Paper Sel.	Zoom Ratio: Auto Size	Zoom Ratio: Full Size(100%)	Zoom Ratio: Reduc., Enlg.	Zoom Ratio: Zoom	Margin	Interrupt	Job Program	Orig. ▶ Copy: 1 ▲ 2	Orig. ▶ Copy: 2 ▲ 1	Orig. ▶ Copy: 2 ▲ 2	Orig. ▶ Copy: 1 ▲ 1[2 in 1]	Orig. ▶ Copy: 1 ▲ 2[2 in 1]	Orig. ▶ Copy: Book ▲ 2	Finishing: Sort	Finishing: Sort-Staple	Finishing: Group	Cover	Multi Bypass	Remarks
Orig. ▼ Copy	1 ▶ 1		●	O	O	O	O	O	O	O	O	O	O	O	O	O	●	●	●	●	●	●	O	O	O	O	O	
	Book ▶ 1	●		O	O	O	O	●	O	●	O	O	O	O	O	O	●	●	●	●	●	●	O	M	O	●	X	
Finish-ing	Non-Sort	O	O		O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	●	●	●	O	O	
Image Den-sity	Auto Exposure	O	O	O		●	●	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
	Photo Mode	O	O	O	●		●	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
	Manual Exposure	O	O	O	●	●		O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
Paper Size	Auto Paper	O	X	O	O	O	O		●	●	O	O	O	O	O	O	O	O	O	O	O	X	O	O	O	O	●	
	Manual Paper	O	O	O	O	O	O	●		O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	●	
Zoom Ratio	Auto Size	O	X	O	O	O	O	●	O		●	●	●	O	O	O	O	O	O	O	O	X	O	O	O	O	X	
	Full Size(100%)	O	O	O	O	O	O	O	O	●		●	●	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
	Reduc., Enlg.	O	O	O	O	O	O	O	O	●	●		●	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
Zoom		O	O	O	O	O	O	O	O	●	●	●		O	O	O	O	O	O	O	O	O	O	O	O	O	O	
Margin		O	O	O	O	O	O	O	O	O	O	O	O		O	O	O	O	O	O	O	O	O	O	O	O	O	
Interrupt		●	●	●	●	●	●	●	●	●	●	●	●	●		K	X	●	X	●	X	X	●	●	●	●	●	
Job Program		●	●	●	●	●	●	●	●	●	●	●	●	●	X		●	●	●	●	●	●	●	●	●	●	●	L
Orig. ▼ Copy	1 ▶ 2	●	●	O	O	O	O	O	O	O	O	O	O	O	O	O		●	●	●	●	●	O	O	O	●	X	A
	2 ▶ 1	●	●	O	O	O	O	O	O	O	O	O	O	O	O	O	●		●	●	●	●	O	O	O	O	O	B
	2 ▶ 2	●	●	O	O	O	O	O	O	O	O	O	O	O	O	O	●	●		●	●	●	O	O	O	O	X	AB
	1 ▶ 1[2 in 1]	●	●	O	O	O	O	O	●	●	●	●	●	O	O	O	●	●	●		●	●	O	O	O	O	●	B
	1 ▶ 2[2 in 1]	●	●	O	O	O	O	O	●	●	●	●	●	O	X	O	●	●	●	●		●	O	O	O	●	●	AB
	Book ▶ 2	●	●	O	O	O	O	●	O	●	O	O	O	O	X	O	●	●	●	●	●		O	M	O	●	X	AH
Finish-ing	Sort	O	O	●	O	O	O	O	O	O	O	O	O	O	X	O	O	O	O	O	O	O		●	●	O	X	DE
	Sort-Staple	O	M	●	O	O	O	O	O	O	O	O	O	O	X	O	O	O	O	O	O	M	●		●	O	X	EJI
	Group	O	O	●	O	O	O	O	O	O	O	O	O	O	X	O	O	O	O	O	O	O	●	●		O	X	DE
Cover		O	X	O	O	O	O	O	O	O	O	O	O	O	O	O	X	O	O	O	X	X	O	O	O		●	BCJG
Multi Bypass		O	X	O	O	O	O	●	I	●	O	O	O	O	O	O	X	O	X	O	X	X	●	●	●	X		
Functions to be set Last Only	*SADF Mode	O	●	O	O	O	O	O	O	O	O	O	O	O	O	O	O	●	●	●	●	●	O	O	O	●	O	BC
	Manual Staple	O	O	X	O	O	O	O	O	O	O	O	O	O	X	O	O	O	O	O	O	O	O	O	O	O	X	E

* SADF Mode : Single Automatic Document Feeding Mode.

O : The functions can be combined.

A-M : The functions can be combined conditionally. (See the conditions given below.)

X : The functions cannot be combined. (The function set first takes precedence.)

● : The functions cannot be combined. (The function set last takes precedence.)

Combinations for Combined Functions

A to F : The settings can be made only when the copier is equipped with the following options.

A : Duplex Unit

B : Duplexing Document Feeder

C : Automatic Document Feeder

D : 10-Bin Sorter

E : Staple Sorter

G : The Cover mode cannot be selected when any of the following settings has been made for Org. ▶Copy. If any of them is selected after the Cover Mode has been selected, it cancels the Cover Mode.

- 1 ▶ 2
- 1 ▶ 2[2 in1]
- Book ▶ 1
- Book ▶ 2

H : You cannot select Book ▶1 if you have previously loaded an original into the Automatic/ Duplexing Document Feeder.
If you load an original into the Automatic/Duplexing Document Feeder after you have selected Book ▶1, the copier cancels Book ▶1 and selects 1 ▶1.

I : The Sort-and-Staple mode can be used only when you load two or more originals into the Automatic/Duplexing Document Feeder.

J : The Cover mode can be used only when the Automatic/Duplexing Document Feeder and Multi Bypass Tray are used.

K : The Interrupt mode takes precedence. The Interrupt mode cannot be used if 1▶2, 2▶2, 1▶2[2in1], or Book▶2 has been set in the copy-job program previously called up.

L : A zoom ratio or a copy-job program set in the Interrupt mode cannot be stored in memory.

M : Book▶1 or Book▶2 can be combined with the Sort-and-Staple mode, but no stapling action takes place. (The copier performs only book copying and sorting of copies, but not stapling.)

4. Description of Paper Size and Zoom Ratio Table

Paper Size

Name	Size (Metric)	Size (Inch)
A3	297 mm × 420 mm	11-3/4" × 16-1/2"
B4	257 mm × 364 mm	10" × 14-1/4"
A4	210 mm × 297 mm	8-1/4" × 11-3/4"
B5	182 mm × 257 mm	7-1/4" × 10"
A5	148 mm × 210 mm	5-3/4" × 8-1/4"
B6	128 mm × 182 mm	5" × 7-1/4"
A6	105 mm × 148 mm	4-1/4" × 5-3/4"
POST CARD	100 mm × 148 mm	4" × 5-3/4"

Name		Size (Inch)	Size (Metric)
LEDGER		11" × 17"	279 mm × 432 mm
11" × 14"		11" × 14"	279 mm × 356 mm
COMPUTER		10-1/8" × 14"	257 mm × 356 mm
10" × 14"		10" × 14"	254 mm × 356 mm
9-1/4" × 14"		9-1/4" × 14"	236 mm × 356 mm
LEGAL		8-1/2" × 14"	216 mm × 356 mm
FOOLSCAP	GOVERNMENT LEGAL	8-1/2" × 13"	216 mm × 330 mm
FOOLSCAP		8" × 13"	203 mm × 330 mm
FOOLSCAP		8-2/3" × 13"	220 mm × 330 mm
FOOLSCAP	FOLIO	8-1/4" × 13"	210 mm × 330 mm
8-1/4" × 11-3/4"		8-1/4" × 11-3/4"	210 mm × 301 mm
LETTER		8-1/2" × 11"	216 mm × 279 mm
GOVERNMENT LETTER		8" × 10-1/2"	203 mm × 267 mm
QUARTO		8" × 10"	203 mm × 254 mm
STATEMENT	INVOICE	5-1/2" × 8-1/2"	140 mm × 216 mm

Zoom Ratio Table (Original Size to Copy Paper Size)

Metric Areas		
Original Size	**Copy Paper Size**	**Zoom Ratio**
A3 297 × 420 mm 11-3/4" ×16-1/2"	A4	×0.707
	A5	×0.500
	B4	×0.866
	B5	×0.610
A4 210 × 297 mm 8-1/4" × 11-3/4"	A5	×0.707
	A6	×0.500
	B5	×0.866
	B6	×0.610
	A3	×1.414
	B4	×1.224
A5 148 × 210 mm 5-3/4" × 8-1/4"	A6	×0.707
	B6	×0.866
	A4	×1.414
	A3	×2.000
	B4	×1.733
	B5	×1.224
A6 105 × 148 mm 4-1/4" × 5-3/4"	A4	×2.000
	A5	×1.414
	B5	×1.733
	B6	×1.224
B4 257 × 364 mm 10" × 14-1/4"	A4	×0.816
	A5	×0.577
	B5	×0.707
	B6	×0.500
	A3	×1.154
B5 182 × 257 mm 7-1/4" × 10"	A5	×0.816
	A6	×0.577
	B6	×0.707
	A3	×1.640
	A4	×1.154
	B4	×1.414
B6 128 × 182 mm 5" × 7-1/4"	A6	×0.816
	A4	×1.640
	A5	×1.154
	B4	×2.000
	B5	×1.414

Inch Areas		
Original Size	**Copy Paper Size**	**Zoom Ratio**
11" × 17" 279.4 × 431.8 mm	11" × 14"	×0.823
	Legal	×0.772
	Foolscap	×0.764
	Letter	×0.647
	Invoice	×0.500
11" × 15" 279.4 × 381 mm	11" × 14"	×0.933
	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.733
	Invoice	×0.500
11" × 14" 279.4 × 355.6 mm	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.772
	Invoice	×0.500
Legal 8-1/2" × 14" 215.9 × 355.6 mm	Foolscap	×0.928
	Letter	×0.785
	Invoice	×0.607
	11" × 17"	×1.214
Foolscap 8-1/2" × 13" 215.9 × 330.2 mm	Letter	×0.846
	Invoice	×0.647
	11" × 17"	×1.294
	11" × 14"	×1.076
Letter 8-1/2" × 11" 215.9 × 279.4 mm	Invoice	×0.647
	11" × 17"	×1.294
	11" × 14"	×1.272
Invoice 5-1/2" × 8-1/2" 139.7 × 215.9 mm	11" × 17"	×2.000
	11" × 14"	×1.647
	Legal	×1.545
	Foolscap	×1.529
	Letter	×1.294

Zoom Ratio = Copy Paper Size ÷ Original Size

1" (inch) = 25.4 mm
1 mm = 0.0394" (inch)

5. Index

1-sided ▶1-sided P.36
1-sided ▶1-sided(2in1) P.37
1-sided ▶2-sided P.36
1-sided ▶2-sided(2in1) P.37
2-sided ▶1-sided P.36
2-sided ▶2-sided P.37
2-sided Size Counter P.50
2-sided Total Counter P.50

A

Add Paper Indicator P.60
Add Staple Indicator P.64
Add Toner Indicator P.63
AP/AS/Manual Priority P.54
Auto Copy Start Function P.16
Auto Drawer Switching P.31
Auto Dual Function P.45
Auto Exposure Mode P.34
Auto Panel Reset for Plug-In Counter P.56
Auto Panel Reset Function P.16
Auto Panel Reset ON/OFF p.56
Auto Paper Mode P.30
Auto Shut OFF Function P.16
Auto Shut OFF Timing P.57
Auto Size Mode P.32

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